



NOTICE TO CONSULTANTS  
REQUEST FOR QUALIFICATIONS (RFQ)

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**RFQ 325-433 – A&E - Sun Lakes Campground Renovation**

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**Brief Description:** State Parks is seeking a multi-disciplinary consultant team to take the Sun Lakes Campground Renovation project from its current schematic design state through construction closeout. Bidding and construction administration are not initially included in this project but may be added by amendment when construction funding becomes available.

**Submittal due date: Monday, November 18, 2024, by 1:00pm, PST**

**Electronic Submittals Responses:** Submittal responses will only be accepted electronically via email and email attachments, which must be submitted to [BidBox@parks.wa.gov](mailto:BidBox@parks.wa.gov) (pdf preferred). See Section 4.1 – Submission of Responses for expanded details.

**Procurement Coordinator:** Susan Jabal, Contracts Specialist 3  
[contracts@parks.wa.gov](mailto:contracts@parks.wa.gov)

**Email Inquiries to:** [contracts@parks.wa.gov](mailto:contracts@parks.wa.gov)  
See also §2.1, §2.2, and §2.3 for communication instructions

**Washington State's Official Bid Notification System:** Consultants are responsible for properly registering in the Washington's Electronic Business Solutions (WEBS) system, <https://fortress.wa.gov/ga/webs/> and downloading the solicitation document and all appendices and incorporated documents related to this solicitation. WEBS Registration Information can be found here: <https://des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips>.

WEBS is the system of record for this competition. Alternatively, you can also access the RFQ documents for reference purposes at [www.parks.wa.gov/contracts](http://www.parks.wa.gov/contracts) by clicking on the State Purchasing link. However, the official channel for notifications and updates is through WEBS system. Any RFQ addenda, amendments, or questions & answers will only be provided to consultants who have registered with WEBS. Failure to do so may result in a Consultant having incomplete, inaccurate, or otherwise inadequate information.

It is each Consultant's responsibility to fully read and understand all provisions of this RFQ. If a Consultant does not fully understand any portion of this RFQ, the Consultant should contact the Procurement Coordinator.

It is the responsibility of each Consultant to carefully read, understand, and follow all the instructions contained in this RFQ and all amendments hereto.

## Table of Contents

<b>1</b>	<b>SUMMARY OF OPPORTUNITY.....</b>	<b>4</b>
1.1	Acquisition Authority.....	4
1.2	Project Description.....	4
1.3	Maximum Allowable Construction Cost.....	4
1.4	Scope Of Work & Deliverables.....	4
1.5	Preliminary Project Schedule.....	8
1.6	Project Assumptions.....	9
1.7	Mandatory Qualifications.....	9
<b>2</b>	<b>DEADLINES, SOLICITATION CONFERENCE, QUESTIONS, AND PROCUREMENT SCHEDULE</b>	<b>10</b>
2.1	Solicitation Conference.....	10
2.2	Question & Answer Period.....	10
2.3	Complaint Period.....	10
2.4	Procurement Schedule.....	11
<b>3</b>	<b>RESPONSES - REQUIRED CONTENT .....</b>	<b>12</b>
3.1	Checklist of Mandatory items.....	12
3.2	Consultant Profile – Appendix A.....	12
3.3	Certifications – Appendix B.....	12
3.4	Submittal – Appendix C.....	12
3.5	References – Appendix D.....	13
3.6	Diverse Business Inclusion Plan – Appendix E.....	13
<b>4</b>	<b>RESPONSES - PREPARATION AND SUBMISSION REQUIREMENTS.....</b>	<b>15</b>
4.1	Submission of Responses.....	15
4.2	Response layout requirements.....	15
<b>5</b>	<b>EVALUATION AND AWARD.....</b>	<b>16</b>
5.1	Determination of Responsiveness.....	16
5.2	General Evaluation Provisions.....	16
5.3	selection process.....	16
5.4	SOQ Evaluation Criteria (Phase 1).....	17
5.5	Oral Presentations (Optional).....	18
5.6	Oral Presentations Evaluation Criteria (Phase 2) — optional.....	18
5.7	Selection of Apparent Successful Consultant.....	18
5.8	Announcement of Apparent Successful consultant.....	19
<b>6</b>	<b>DEBRIEF AND PROTESTS.....</b>	<b>19</b>
6.1	Debriefing of Unsuccessful Consultants.....	19
6.2	Procurement Records Disclosure.....	19
6.3	Protests.....	19
6.4	Grounds for Protest.....	19
6.5	Protest Form and Content.....	20
6.6	Submitting a Protest.....	20
<b>7</b>	<b>ADDITIONAL GENERAL PROVISIONS FOR ALL CONSULTANTS .....</b>	<b>20</b>

7.1	Announcement and Special Information .....	20
7.2	Contracting with Current or Former State Employees .....	21
7.3	Amendments to the RFQ .....	21
7.4	Responsiveness of Consultant’s Response .....	21
7.5	Clarity and Clarifications .....	21
7.6	Cost of Response Preparation.....	21
7.7	Ownership of responses .....	21
7.8	Final Selection & No Obligation.....	22
7.9	Incorporation of Response in Contract.....	22
7.10	Agreement to State Parks Contract Terms and Conditions .....	22
7.11	Statewide Vendor Payment Registration .....	22
7.12	Minority Women Owned and Veteran Owned Business Enterprises .....	22
7.13	Subconsultant Participation Monitoring And Reporting .....	22
7.14	Public Disclosure & Proprietary Information .....	23
7.15	Civil Rights Compliance .....	23
<b>8</b>	<b>APPENDICES and EXHIBITS .....</b>	<b>24</b>
	Appendix A, Consultant Profile (Mandatory - sign and return) .....	24
	Appendix B, Certifications (Mandatory - sign and return).....	24
	Appendix C, Submittal (Mandatory – write and return).....	24
	Appendix D, References (Mandatory - complete and return – and notify References) .....	24
	Appendix E, Diversity Business Inclusion Plan (Mandatory - complete and return) .....	24
	Exhibit A. Draft/Sample Service Agreement for Apparent Successful Consultant .....	24
	Exhibit B. Pre-Design Report – Sun Lakes Campground Renovation .....	24

# 1 SUMMARY OF OPPORTUNITY

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This section describes the purpose of the competitive solicitation and provides information about this procurement, including the potential scope of the opportunity.

## 1.1 ACQUISITION AUTHORITY

Under the authority granted to the Washington State Parks and Recreation Commission (State Parks) in accordance with Chapter 39.80 RCW, the purpose of this Request for Qualifications (RFQ) is to select a consultant or consultant team for the professional services described herein.

## 1.2 PROJECT DESCRIPTION

As described in the project Predesign Report (Exhibit E), this project aims to revitalize the outdated Sun Lakes campground, located in Dry Falls State Park. In general, the contemplated project consists of a full campground renovation including removing problematic trees, demolishing failing utilities, site grading, and installation of new utilities including sewer, water and electrical, roads, trails, parking, campsites with full hookups, two new comfort stations, a contact station, landscaping, irrigation, and associated amenities. The final product will feature 51 full utility hookup RV sites and 21 tent sites, though these numbers may vary upon design completion.

While the project will reduce the total number of sites, it will significantly enhance the park's quality to meet current recreational demands. The new sites will accommodate modern recreational equipment, include ADA facilities, and improve the overall user experience. State Parks is seeking a multi-disciplinary consultant team to take this project from its current schematic design state through construction closeout. Bidding and construction administration are not initially included in the project but may be added by amendment when construction funding becomes available.

## 1.3 MAXIMUM ALLOWABLE CONSTRUCTION COST

The Maximum Allowable Construction Cost (MACC) is defined as the total sum available to the general contractor for construction purposes, including all alternates. The MACC excludes Washington state sales tax, professional fees, project contingency funds, or other charges that may not be under the scope of the general contractor.

The estimated general range for the MACC for the campgrounds full renovation is \$6.7 Million, as outlined in the attached SLDF 24 Predesign report (Exhibit E).

## 1.4 SCOPE OF WORK & DELIVERABLES

### Design Development

In the Design Development Phase, the consultant shall provide those services necessary to provide drawings and other documents necessary to fix and describe the size and character of the entire project for approval by the agency. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation. The Design Development phase includes the following:

Project Administration	Services consisting of design development administrative functions including consultation, meetings and correspondence, and progress design review conferences with user agency.
Document Checking	Review and coordination of documents prepared for the project.

Permitting Authority Consulting	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.
Civil/Structural/ Landscape Architecture/Site Design	Services consisting of continued development of civil/structural/landscape architecture/site schematic design documents.
Scheduling	Services consisting of reviewing and updating previously established schedules for the project.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of building elements for the project. Parametric costs reflect the level of design elements presented in the design development documents, plus appropriate design contingencies to encompass unidentified scope ultimately included in the program. Assist Parks with analyzing scope, schedule, and budget options to stay within the MACC.
Presentations	Services consisting of appropriate presentation(s) of design development documents by the Consultant to Parks representatives.

**Deliverables:**

- One 22"x34" hard copy of the Design Development drawings.
- DD cost estimate.
- Electronic copies of all material.

**Construction Documents**

In the Construction Documents phase, the consultant shall provide the services necessary to prepare Construction Documents consisting of drawings, specifications, and other documents which describe the requirements for construction, bidding, and contracting for the project, for approval by Parks, from the approved Design Development documents.

The Construction Document phase includes the following:

Project Administration	Services consisting of construction documents, administrative functions (including consultation, meetings and correspondence), and progress design review conferences.
Document Checking	Review and coordination of documents prepared for the project.
Permitting Authority Consulting	Consultations, research of critical applicable regulations, preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. Assist in obtaining approval from approving agencies as required.

Civil/Structural/Landscape Architecture/Site Design	Services consisting of preparation of final civil/structural/landscape architecture/site design drawings and specifications based on approved design development documentation required for the project.
Specifications	Services consisting of activities of development and preparation of bidding documents, Conditions of the Contract, Civil specifications, and compilation of the project manual.
Scheduling	Services consisting of reviewing and updating previously established schedules for the project.
Cost Estimating	Services consisting of development of a probable construction cost from quantity surveys and unit costs of construction elements for the project. Parametric costs reflect the level of design elements presented in the Design Development documents, plus appropriate design contingencies. Assist Parks with analyzing scope, schedule and budget options.

**Deliverables:**

- One 22"x34" hard copy of the drawings at 30% and 60%.
- Outline specifications at 30% and draft specifications at 60%
- One 22"x34" hard copy of the drawings at 100%, stamped and signed by the Engineer of Record.
- One hard copy of the 100% specifications stamped and signed by the Engineer of Record.
- Construction Cost Estimates at 30%, 60% and 100%
- Electronic copies of all deliverables.

**Bidding**

In the Bidding Phase, the consultant, following the agency's approval of the Construction Documents and the most recent statement of probable construction cost, shall provide those services necessary to assist Parks in obtaining bids and in awarding and preparing contracts for construction.

The bidding phase includes the following:

Bidding Materials	Services consisting of organizing, coordinating, and handling Bidding documents for reproduction, distribution and retrieval, receipt, and return of document deposits.
Addenda	Services consisting of preparation and distribution of Addenda as may be required during bidding and including supplementary drawings, specifications, instructions, and notice(s) of changes in the bidding schedule and procedure.

Bidding	Services consisting of participation in pre-bid conferences, responses to questions from bidders, and clarification or interpretations of the bidding documents.
Analysis of Substitutions	Services consisting of consideration, analysis, comparisons, and recommendations relative to substitutions proposed by bidders prior to bid receipt.
Bid Evaluation	Services consisting of validation of bids, participation in review of bids and alternates, evaluation of bids, and recommendation on award of contract.

**Deliverables:**

- Respond to pre-bid questions and maintain a record of responses as directed by Parks
- Preparation of drawings details responses or other documents as required for issuance of addenda by Parks during the bidding period.
- Written documentation regarding evaluation of bids and/or bidder qualifications

**Construction Contract Administration**

In the Construction Contract Administration (CA) phase, the consultant shall provide services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction. CA shall include:

Project Administration	Services consisting of construction contract administrative functions including consultation, conferences, communications, and progress reports.
Document Checking	Reviewing and checking of documents (required submittals) prepared for the project.
Construction Administration	Services consisting of processing of submittals, including receipt, review of and appropriate action on shop drawings, product data, samples, and other submittals required by the contract documents. Distribution of submittals to agency, contractor, and field representatives as required. Maintenance of master file of submittals and related communications.
Construction Field Observation	Services consisting of visits to the site at intervals appropriate to the stage of construction or as otherwise agreed to become generally familiar with the progress and quality of the work and to determine in general if the work is proceeding in accordance with the contract documents and preparing related reports and communications. The consultant will chair project meetings.

Documents	Services consisting of preparation, reproduction, and distribution of clarification documents and interpretations in response to requests for clarification by contractors or Parks. Preparation and distribution of weekly meeting minutes to the contractor and Parks. Maintenance of records and coordination of communications relative to requests for clarification or information (RFI). Preparation, reproduction and distribution of drawings and specifications to describe work to be added, deleted or modified, review of proposals, review and recommend changes in time for substantial completion, assisting in the preparation of modifications of the contracts and coordination of communications, approvals, notifications, and record-keeping relative to changes in the work. Additional fees for changes to the scope of a project shall be negotiated.
Scheduling	Services consisting of monitoring the progress of the contractors relative to established schedules and making status reports to the user agency.
Cost Accounting	Services consisting of maintenance of records of payments on account of the contract and all changes thereto, evaluation of applications for payment and certification thereof, and review and evaluation of cost data submitted by the contractors for work performed.
Project Closeout	Services initiated upon notice from the contractor that the work is sufficiently complete, in accordance with the contract documents, to permit occupancy or utilization for the use for which it is intended, and consisting of a detailed inspection for conformity of the work to the contract documents, issuance of certificate of substantial completion, issuance of a list of remaining work required (punch list), final inspections, receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds, permits, and issuance of final certificate for payment.

**Deliverables:**

- Contractor progress payments
- Complete records (hard copy and electronic copies) of all documentation submitted
- Complete records (hard copy and electronic copies) of all documentation prepared

**1.5 PRELIMINARY PROJECT SCHEDULE**

The anticipated schedule for this work is identified below but is subject to change.

Notice to Proceed	January 1, 2025
100% DD	April 1, 2025
30% CD	July 30, 2025
60% CD's (Permit Submittal)	October 30, 2025



100% CD's	June 30, 2025
Bidding	TBD
Contract Execution	TBD
Project Completion	TBD

**1.6 PROJECT ASSUMPTIONS**

- All project communication for Parks will be directed through David Brown, Project Manager.
- Parks will provide the consultant with Parks standard Division 0 specifications.
- Parks will provide the consultant with Parks standard Division 1 specifications as requested for the consultant's use, comment, and coordination with the consultant's technical sections.
- Parks will share their existing park information including previous plans, existing survey data, and design layout CAD files with the consultant's staff.
- All documents will be in Parks' preferred format. Specifications will be in CSI format, per Parks' standards and be created and delivered in RIB SpecLink or Word format.
- Contract documents will be for a competitive bid project delivery.
- The consultant will provide permitting support (technical expertise, supporting graphics, attendance at pre-submittal meeting, etc.) to Parks to obtain environmental permits such as shoreline development permits (including any required mitigation) HPA's, USACE etc. All development permits required outside of the environmental permits will be the responsibility of the consultant.
- Parks will coordinate and obtain archeological investigations and approvals per EO-21-02, as required for work within park boundaries.
- Design meetings will be conducted via teleconferencing or at the consultant's engineering offices or other mutually agreeable locations.

**1.7 MANDATORY QUALIFICATIONS**

The following are mandatory qualifications that the Consultant must satisfy in order to be announced as the Apparent Successful Consultant:

- Consultant must have an active professional license in the State of Washington.
- The Consultant must have experience in campground design, ADA compliance, building code compliance, and detailed design/contract document creation and coordination.
- Consultant must be registered to do business in the State of Washington and must hold a Universal Business Identifier (UBI)
- Consultant is urged to sign up in Washington's Electronic Business System (WEBS), as that is where all documents and addenda will be posted.

## 2 DEADLINES, SOLICITATION CONFERENCE, QUESTIONS, AND PROCUREMENT SCHEDULE

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This section identifies important deadlines for this Competitive Solicitation, where to direct questions regarding the Competitive Solicitation, and the process for potential amendments or modifications to the Competitive Solicitation.

### 2.1 SOLICITATION CONFERENCE

Consultants are invited to a virtual solicitation conference via Microsoft Teams, where they can ask questions and request changes.

**Solicitation conference date: Tuesday, October 22, 2024, 11:00 – 11:30 am.**

Consultants interested in joining the solicitation conference must RSVP to [contracts@parks.wa.gov](mailto:contracts@parks.wa.gov) no later than 1:00 pm on Monday, October 21, 2024, with the subject line 'RFQ 325-433 RSVP'. A meeting invite and hyperlink will be sent out the following day, to the email address that was used to RSVP.

During the solicitation conference, attendees should not display video and keep their microphone muted if not talking. State Parks accepts no responsibility for the quality of the solicitation conference, technological difficulties, or failure to participate in the conference.

### 2.2 QUESTION & ANSWER PERIOD

Consultants may ask questions or request clarifications and changes. State Parks requires time to formulate responses and post them on WEBS equitably, ensuring they occur well before the submission deadline to allow all interested consultants adequate time to prepare informed solicitation responses.

The final day to submit questions for formal answer response via WEBS is:

**Thursday, October 24, 2024**, no later than 1:00 pm.

Questions must be sent to: [contracts@parks.wa.gov](mailto:contracts@parks.wa.gov), with the subject line 'RFQ 325-433 Question'.

Responses, if any, will be posted on WEBS (State of Washington's bid notification system).

**Note:** Only responses posted on WEBS are deemed official. All other communication, whether it be verbal or in writing, are deemed unofficial and nonbinding.

### 2.3 COMPLAINT PERIOD

Prior to submitting a complaint, consultants should first address their concerns during the Question-and-Answer period as described in Section 2.4. If a complaint is still deemed necessary, it must follow the procedures described in this section:

Final date for submitting complaints: **Monday, November 11, 2024, 1:00 pm (PST)**

Complaints must be sent to: [contracts@parks.wa.gov](mailto:contracts@parks.wa.gov), with the subject line 'RFQ 325-433 Complaint'.

Responses, if any, will be posted on WEBS (State of Washington's bid notification system).

All complaints must be in writing and must be sent to the Procurement Coordinator before the deadline, to the email address above, and using the proper subject line. The complaint must state the basis for the complaint and a proposed remedy.

Only complaints that fall into the categories below and stipulate an issue of fact shall be considered:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring is unfair or flawed; or
- The solicitation requirements are inadequate or insufficient to prepare a response.

**Note:** Complaints that do not follow these procedures will not be considered.

## 2.4 PROCUREMENT SCHEDULE

Consultants must adhere to the following schedule of activities. All times and dates are to be deemed final, unless officially amended by a written amendment posted in WEBS. State Parks requires strict adherence to this schedule:

Activity	Due Dates	Time (PST)
RSVP Solicitation Conference	Monday, October 21, 2024 See additional details in Section 2.1 – Solicitation Conference.	1:00 pm
Solicitation Conference	Tuesday, October 22, 2024 See additional details in Section 2.1 – Solicitation Conference	11:00 – 11:30 am
Question Period	Through Thursday, October 24, 2024 See additional details in Section 2.2 – Question and Answer Period.	1:00 pm
Answers Posted	Monday, October 28, 2024 - anticipated but may take longer. All responses will be posted as an amendment on WEBS. See Section 2.2 – Question and Answer Period	
Complaint Period Deadline	Monday, November 11, 2024 See additional details in Section 2.3 – Complaint Period. Complaints received before or after the Complaint period will not be considered.	1:00 pm
Consultant's Response – Deadline	Monday, September 18, 2024 See also: Section 4 – Responses-Preparation and Submission Requirements. See also Section 3.1 – Checklist of Required Materials	1:00 pm
Short-Listed firms selected and notified	If the goal of identifying the most qualified firm from the SOQ Evaluation Phase 1 is not met, the evaluation team may consider adding Phase 2: Oral Presentations to the evaluation process. The decision to proceed with Phase 2 will be determined as needed.	
Oral Presentations (if initiated)	If initiated, the Oral Presentation Phase 2 criteria and instructions will be provided by email to the short-listed firms.	
Announcement of Apparent Successful	After the Submittal's due date (deadline to submit submittal responses) and following the evaluation, short-listed selection, or oral presentations (if needed) the state will announce the Apparent Successful Consultant	

Consultant (ASC)	(ASC). See additional details in Section 5.8 – Announcement of Apparent Successful Consultant.
Debriefing of Consultants	Any Consultant wanting a debrief must request it within three (3) business days following the day of the announcement of Apparent Successful Consultant (ASC). See additional details in Section 6.1 – Debriefing of Consultants.
Protest	The debriefed Consultant wanting to submit a protest must submit a protest within five business days following the day of the debrief. See additional details in Section 6.3 - Protests

### 3 RESPONSES - REQUIRED CONTENT

This section describes the information required for the Competitive Solicitation and outlines how your submittal will be scored. Additionally, consultants must review and adhere to the Competitive Solicitation requirements, including those detailed in the exhibits, which specify the information that must be provided for a submittal to be considered responsive.

#### 3.1 CHECKLIST OF MANDATORY ITEMS

The following list identifies the content that must be included in each responsible submission:

- Appendix A, Consultant Profile
- Appendix B, Certifications
- Appendix C, Submittal
- Appendix D, References
- Appendix E, Diverse Business Inclusion Plan

Any response that does not contain all the above items will be rejected as non-responsive. Each item is discussed in more depth in the following sections.

#### 3.2 CONSULTANT PROFILE – APPENDIX A

The Consultant Profile provides general information concerning the Consultant and/or its corporate entity. The Consultant must complete all sections and sign where indicated. Signing the Profile indicates the Consultant accepts the terms and conditions of this RFQ. Failure to address all the elements identified in the Profile may result in disqualification.

**Note:** It is important to fully read the Consultant Profile as there are additional pages that the Consultant may have to attach depending on the Consultant’s response.

Appendix A - The Consultant Profile is evaluated on a pass/fail basis.

#### 3.3 CERTIFICATIONS – APPENDIX B

The Certifications must be executed as written in Appendix B. Failure to execute the Appendix in its official form will result in the Consultant’s proposal being disqualified.

Appendix B – Certifications is evaluated on a pass/fail basis.

#### 3.4 SUBMITTAL – APPENDIX C

The Submittal section of the response must contain information that will demonstrate to the evaluation committee the Consultant’s understanding of the types of services proposed, the firm’s ability to accomplish them, and the ability to meet tight timeframes.

- 2.4.1 The firm's approach to the work (4 pages, maximum).
- 2.4.2 The firm's resume (5 pages, maximum).
- 2.4.3 A resume for all proposed sub-consultants (2 pages, maximum, per sub-consultant).
- 2.4.4 A written statement of the firm's qualifications which is responsive to the selection criteria (10 pages, maximum, including pictures).
- 2.4.5 Key staff resumes, including key staff of proposed sub-consultants (2 pages maximum per staff member).
- 2.4.6. OMWBE Certification - Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises if certified minority-owned firm and/or women-owned firm(s) will be participating on this project. See also Section 3.6.

Appendix C – Submittal is evaluated and scored according to the criteria laid out in Section 5.4 SOQ Evaluation Criteria.

### 3.5 REFERENCES – APPENDIX D

Each Consultant must submit three (3) references using the forms provided in Appendix D. State Parks will contact each reference by email and provide them with a pre-established questionnaire (the same questionnaire will be used for all references). It is the Consultant's obligation to provide the correct name and email address for each reference, and make sure that such reference will promptly respond to State Parks' inquiry. The evaluation of the references will be based on the quality of the referral given, and the relative correlation between the services performed for that reference and the scope of work herein. As such, State Parks notes that references from other Washington State Agencies for similar work will be deemed as having a higher degree of relativity.

Appendix D- References are evaluated on a pass/fail basis that it is included with the submittal. The objective of references is to gauge the responsibility of the consultant. State Parks reserves the right to contact reference(s), and may contact any person, business, agency, or database system that may have information on your skills, abilities, and customer service.

### 3.6 DIVERSE BUSINESS INCLUSION PLAN – APPENDIX E

In accordance with [RCW 39.19.010](#), the State of Washington encourages participation in all of its contracts by OMWBE certified firms.

In accordance with [RCW 43.60A.200](#) and [RCW 39.26.240](#), the State of Washington encourages participation in contracts that are exempt from competitive bidding under [RCW 39.26.125](#) by firms certified by Department of Veteran Affairs.

In accordance with [RCW 39.26.005](#), the State of Washington encourages participation in all of its contracts by Washington small businesses.

All Consultants, including diverse-owned firms, will be required to submit a [Diverse Business Inclusion Plan](#). The Inclusion Plan should demonstrate, in detail, the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the state's aspirational diverse business participation goals. Achievement of the goals is encouraged whether directly or through subcontractors.

- Ten percent (10%) Minority-Owned Businesses certified by the Washington State Office of Minority and Women's Business Enterprises ([OMWBE](#));
- Six percent (6%) Women-Owned Businesses certified by the Washington State Office of Minority and Women's Business Enterprises ([OMWBE](#));
- Five percent (5%) Veteran-Owned Businesses certified by the Washington State Department of Veterans Affairs ([WDVA](#)); and

- Five percent (5%) Washington Small Businesses self-identified in the Washington Electronics' Business Solution (WEBS) <https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips>.

The Diverse Business definition includes Washington small business, micro-business, and mini business as defined in RCW 39.26.010, Minority and Women Business Enterprises (M/WBEs) as defined in RCW 39.19 and WAC 326-20, and Veteran-owned businesses as defined in RCW 43.60A.010.

Appendix E – Diverse Business Inclusion Plan is evaluated on a pass/fail basis.

## 4 RESPONSES - PREPARATION AND SUBMISSION REQUIREMENTS

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This section identifies how to prepare and submit your submittal to this competitive solicitation. By responding to this competitive solicitation and submitting a submittal, consultants acknowledge having read and understood the entire competitive solicitation and accept all information contained within this competitive solicitation.

### 4.1 SUBMISSION OF RESPONSES

Consultant responses must be complete, legible, signed, and follow all instructions as stated in the competitive solicitation (including the appendices and exhibits). Unless otherwise specified in writing, documents included with an electronic bid must be prepared in MS Word, MS Excel, or Adobe PDF (or similar representations that maintain bookmarks and hyperlinks). Where required to do so, consultants may sign using either a physical or electronic signature.

Consultant's electronic bid must be emailed to the Procurement Coordinator at the following email address: [BidBox@parks.wa.gov](mailto:BidBox@parks.wa.gov). The email subject line should include the submittal identification number, "Submittal", and your company name (e.g., "RFQ # Submittal ACME"). Ensure the email, including attachments, is less than 30MB. It's recommended to keep it under 25MB. Zipped files are not accepted. All responses and any accompanying documentation become the property of State Parks and will not be returned.

State Parks will send an automatic acknowledgment of submittal receipt. This acknowledgment does not determine the submittal's responsiveness. If the consultant does not receive an acknowledgment within a reasonable time, it is the consultant's responsibility to contact State Parks for confirmation.

It is State Parks' expectation that the Consultant's submittal response email will contain an attachment with all of the required documents, including any required signatures.

Late responses will not be accepted and will be automatically disqualified from further consideration.

**Verification:** Consultants are welcome to contact the State Parks Contracts and Grants Program team (CGP) to verify that their submittal response was received, however, this process works best if there's enough time between the date and time submitted and the bid's due date deadline. Send verification requests to: [contracts@parks.wa.gov](mailto:contracts@parks.wa.gov)

The email subject line should include the bid identification number, "Verification", and your company name (e.g., "RFQ # Verification ACME")

**Caution:** Submit your submittal response early as a safeguard against any technological slow-down or delays. Submittals received after the deadline for any reason, no matter the cause, regardless of responsibility, will be rejected.

**Late submissions will be considered non-responsive and will be rejected.**

### 4.2 RESPONSE LAYOUT REQUIREMENTS

All pages in each attached file must be consecutively numbered. All pages must also contain the name of the Consultant, and the respective Appendix reference letter to which it applies. The required information may be located at the top or bottom (header or footer) of each page, but the location must be consistent throughout.

**Note:** Any attachment or exhibit to a response must be adequately labeled -- to include the category/section/question to which it corresponds. If evaluators cannot easily identify the exhibited material to the evaluation question, or to the respective Consultant, the attachment may be disregarded.

## **5 EVALUATION AND AWARD**

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This section identifies how submittals for this Competitive Solicitation will be evaluated.

### **5.1 DETERMINATION OF RESPONSIVENESS**

All Responses received by the stated deadline will first be reviewed by the Procurement Coordinator to ensure that the Responses contain all the information required in this RFQ. Only responsive Responses that meet the requirements will be forwarded for further review. Any Response that does not contain all the required information or any Consultant who does not meet the mandatory qualifications will be rejected as non-responsive and will be removed from further evaluation. However, the Procurement Coordinator has the right to waive, and/or seek correction of minor informalities that do not alter the content of the Response.

### **5.2 GENERAL EVALUATION PROVISIONS**

The evaluation process is designed to award a contract to the Consultant with the best quality attributes based on the selected evaluation criteria.

Evaluations of subjective material (Appendix C) will be conducted by the evaluation team. State Parks has sole discretion over the selection of evaluators and will make such selections based on each potential evaluator's knowledge, skills, and experience with the subject matter. Each evaluator will independently grade and score the Consultant's material based on their own independent judgment, and in accordance with the format noted below for each respective requirement. Evaluators will only evaluate the material contained in the Responses and will not incorporate outside material into their determinations. Each evaluator has sole discretion over his or her final scores.

Consultants should take every precaution to assure that all answers are clear, complete, and directly responsive to each specific requirement.

### **5.3 SELECTION PROCESS**

The selection process includes two potential phases. Phase 1 involves firms submitting their Statements of Qualifications (SOQs), which are scored and ranked based on the evaluation criteria specified in this RFQ. Following this, Phase 2, which is an optional Oral Presentation, may occur at the discretion of the evaluation team. If conducted, the highest-scoring firms from Phase 1, known as Finalists, will be invited to participate. In Phase 2, these Finalists are scored and ranked according to specific evaluation criteria for this phase.

The firm with the highest rank in Phase 2, if it takes place, will be chosen to enter negotiations to provide consultant services for this project. Please note that scores from Phase 1 and Phase 2 are not combined.

Should contract negotiations fail to be completed within a reasonable timeframe after initiation, State Parks may immediately cease contract negotiations and declare the firm with the next highest score as the new apparent most qualified firm and enter into contract negotiations with that firm.



#### 5.4 SOQ EVALUATION CRITERIA (PHASE 1)

State Parks will use the below-noted point totals in its evaluation of the required materials.

Evaluation Criteria / Required Material	Maximum Possible Point Total
<b>Appendix A: Consultant Profile</b>	Pass/Fail Basis – no points
<b>Appendix B: Certifications</b>	Pass/Fail Basis – no points
<b>Appendix C: Submittal</b> <ul style="list-style-type: none"> <li>- Describe the Consultant team’s approach to this work. Provide a description of the proposed project team structure and internal controls to be used during the course of the project. List any subconsultants you may want to include to complete your roster of services. Describe the services each would provide.</li> </ul>	45 Points
<ul style="list-style-type: none"> <li>- Describe previous experience on similar projects by the Consultant that indicate the firm’s expertise in the scope of work of this solicitation, as described in Section 1.2 – Project Description.</li> </ul>	30 Points
<ul style="list-style-type: none"> <li>- Describe how subconsultants and team members have worked together on past projects. Provide key staff resumes (2-page maximum for each). Provide a resume for each proposed subconsultant (2-page maximum for each). Provide the name and resume of the person who will be the lead contact for the project. Provide names and resumes for other staff, which includes information on the individual’s particular skills related to this project, education, experience, significant accomplishments, and any other pertinent information.</li> </ul>	25 Points
<b>Appendix D: References</b>	Pass/Fail Basis – no points
<b>Appendix E: Diverse Business Inclusion Plan</b>	Pass/Fail Basis – no points
<b>TOTAL:</b>	<b>100 Points</b>

Points for Appendix C will be determined according to the following guidelines, and weighted appropriately:

Consultant demonstrates renowned experience (5 points)	Consultant demonstrates considerable experience (4 points)	Consultant demonstrates solid experience (3 points)	Consultant demonstrates adequate experience (2 points)	Consultant demonstrates limited experience (1 points)	Consultant demonstrates no experience (0 points)
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For example, a score of 4 points under Scoring Element #1 is worth 36 out of a possible 45 points; a score of 4 points under Scoring Element #2 is worth 32 out of a possible 40 points, etc.

**5.5 ORAL PRESENTATIONS (OPTIONAL)**

Oral presentations, if considered necessary by State Parks, may be utilized in selecting the winning response. State Parks, at its sole discretion, may elect to select the top-scoring firm(s) from the written evaluation for an oral presentation and contact the top-scoring firm(s) to schedule a date, time and location for an oral presentation. Commitments made by the Consultant at the oral interview, if any, will be considered binding. The oral presentation shall determine the apparently successful consultant.

Oral Presentations will occur on a specified date and time, and will consist of 3 periods:

- Firm Presentation Period (maximum 30 minutes)
- Question and Answer (Q&A) Period (maximum 20 minutes)
- Firm Closing Statements (maximum 5 minutes)

**5.6 ORAL PRESENTATIONS EVALUATION CRITERIA (PHASE 2) — OPTIONAL**

State Parks will use the point totals noted below in its evaluation of the oral presentation.

Oral Presentation Evaluation Criteria	Maximum Possible Point Total
Project Approach - Understanding of this project - Challenges & Opportunities	45 points
Project Management: - Scope management - Budgeting and Cost Control - Project Scheduling	30 points
Experience - Relevant Past Projects (firm) - Relevant Past Project (key team members)	15 Points
Organization: - Management Plan - Team Member Qualifications - Capacity/Production Capabilities	10 Points
<b>TOTAL:</b>	<b>100 Points</b>

Points for Oral Presentation will be determined according to the following guidelines, and weighted appropriately:

Consultant demonstrates renowned experience (5 points)	Consultant demonstrates considerable experience (4 points)	Consultant demonstrates solid experience (3 points)	Consultant demonstrates adequate experience (2 points)	Consultant demonstrates limited experience (1 points)	Consultant demonstrates no experience (0 points)
--	--	---	--	---	--

For example, a score of 4 points under Scoring Element #1 is worth 36 out of a possible 45 points; a score of 4 points under Scoring Element #2 is worth 32 out of a possible 40 points, etc.

**5.7 SELECTION OF APPARENT SUCCESSFUL CONSULTANT**

**Note:** The Consultant meeting all responsive criteria and having the highest final cumulative score will be selected as the Apparent Successful Consultant (ASC).

State Parks will notify the Apparent Successful Consultant(s) and the non-successful Consultants via email.

## 5.8 ANNOUNCEMENT OF APPARENT SUCCESSFUL CONSULTANT

Following the announcement of the ASC, Consultants may request a Debrief conference. The Consultant will have a short period of time to request the Debrief conference.

**Note:** a Debrief conference is a mandatory prerequisite for any Consultant desiring to protest the award.

## 6 DEBRIEF AND PROTESTS

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This section identifies how debriefings and protests for this Competitive Solicitation are processed.

### 6.1 DEBRIEFING OF UNSUCCESSFUL CONSULTANTS

Consultants who submitted a Response will be given the opportunity for a debriefing conference. The Procurement Coordinator must receive the request for a debriefing conference within three (3) business days after the notification of unsuccessful Consultant email is sent. The debriefing shall be held within three (3) business days of the request.

Discussion will be limited to a critique of the requesting Consultant's Response including the factors considered in the evaluation of that Response and the Consultant's performance with regard to the solicitation requirements. Comparisons between Responses or evaluations of the other Responses will not be allowed. Debriefing conferences may be conducted via videoconference or telephone and will be scheduled for a maximum of thirty (30) minutes.

### 6.2 PROCUREMENT RECORDS DISCLOSURE

A consultant may request copies of the solicitation and evaluation documents or inspect them to assess the efficacy of filing a protest. Such requests must be submitted online to the [State Parks Public Records Center](#). State Parks will respond within five business days of receiving the request.

The requested documents will either be sent to or made available to the requesting Consultant, except for any portions of the documents that have been identified as Proprietary Information. State Parks will follow the process set forth in Section 7.14 Public Disclosure & Proprietary Information, before disclosing any portions of Responses that have been identified as Proprietary Information.

If more time is needed, State Parks will inform the requestor of the date the requested documents will be available.

### 6.3 PROTESTS

Consultants protesting this procurement shall follow the procedures described in below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to the Consultant under this procurement. State Parks will not accept any protest before the announcement of the Apparent Successful Consultant.

The protest procedure is only available to Consultants who submitted a response to this RFQ and who have participated in a debriefing conference. State Parks must receive a protest within five (5) business days of the debriefing.

### 6.4 GROUNDS FOR PROTEST

A protest may be made based only on the following grounds:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the scores; or
- Non-compliance with the procedures established in this Procurement document.

Protests not based on these grounds will not be considered. Protests will be rejected as without merit if they address issues such as: 1) An evaluator's professional judgment on the quality of a Response, or 2) State Parks' assessment of its own needs or requirements.

## **6.5 PROTEST FORM AND CONTENT**

A Protest must state all of the facts and arguments upon which the Protest is based, and the grounds for the Protest. It must be in writing, clear and concise, and signed by a person authorized to bind the Consultant to a contractual relationship. At a minimum, the Protest must include:

- The name of the protesting Consultant, mailing address and phone number, and the name of the individual responsible for submission of the Protest;
- The RFQ number and title
- A detailed and complete statement of the specific State Parks actions under Protest;
- The grounds for the Protest;
- Description of the relief or corrective action requested. Consultant may attach supporting documentation to their Protest as they deem necessary and proper.

## **6.6 SUBMITTING A PROTEST**

Protests must be in writing, must be signed by the Consultant and must be received by the State Parks Procurement Coordinator at the address below within five (5) business days after the debriefing conference. All protests shall be emailed to the Procurement Coordinator as follows:

email address: [contracts@parks.wa.gov](mailto:contracts@parks.wa.gov)

subject line must include: RFQ 325-433 - Protest by [your firm's name].

Upon State Parks' receipt of a protest, a review and investigation will be conducted by a neutral party that had no involvement in the evaluation and award process. The reviewer will conduct an objective review of the Protest, based on the contents of the written Protest and the RFQ and any amendments, the Responses, all documents showing evaluation and scoring of the Responses record and any other pertinent information and issue a decision within ten (10) business days of receipt of the protest, unless additional time is needed. If additional time is needed, the protesting Consultant will be notified of the delay.

State Parks will make a final determination on the protest and in accordance with such findings, State Parks will:

- a. Find the protest lacking in merit and uphold State Parks' action; or
- b. Find only technical or harmless errors in State Parks' acquisition process and determine State Parks to be in substantial compliance and reject the protest; or
- c. Find merit in the protest and provide State Parks options which may include:
  - 1) that State Parks correct the errors and re-evaluate all Responses;
  - 2) that State Parks reissue the RFQ document and begin a new process;
  - 3) other courses of action as appropriate.

If the reviewer determines that the protest is without merit, State Parks may enter into a contract with the Apparent Successful Consultant. If the protest is determined to have merit, State Parks will take the appropriate alternative as noted in the preceding paragraph.

## **7 ADDITIONAL GENERAL PROVISIONS FOR ALL CONSULTANTS**

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This section identifies additional provisions for this competitive solicitation.

### **7.1 ANNOUNCEMENT AND SPECIAL INFORMATION**

By responding to this RFQ, a Consultant acknowledges they have read and understand the entire RFQ and accepts all information contained within the RFQ without modification.

## **7.2 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES**

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington (RCW). Those restrictions also apply to any Consultant submitting a Response under this RFQ who has hired a former state employee. Consultants should familiarize themselves with the requirements prior to submitting a Response that includes current or former state employees.

## **7.3 AMENDMENTS TO THE RFQ**

State Parks reserves the right to revise this RFQ. All changes will be made by written amendment. All official amendments will be posted in WEBS and will automatically become incorporated as part of this RFQ. If there are any conflict between amendments, or between an amendment and the RFQ, whichever document was issued last in time will be controlling.

Amendments will be made in consideration to the overall timeline; State Parks will determine whether extensions to the timeline are necessary.

## **7.4 RESPONSIVENESS OF CONSULTANT'S RESPONSE**

Each Consultant is specifically notified that failure to comply with any part of the solicitation may result in rejection of their Response as non-responsive. Rejected, non-responsive Responses will not be scored. State Parks will not be liable for any errors or omissions in Consultant's Response. Consultants will not be allowed to alter their Response after the Response Submission Deadline.

It is the responsibility of each Consultant to carefully read, understand, and follow all the instructions contained in this RFQ, and in any future amendments. If a Consultant does not fully understand any Response requirement, said Consultant should submit an inquiry to the Procurement Coordinator. Consultants are hereby notified that failure to comply with any solicitation requirement may result in the Response being rejected as non-responsive. State Parks reserves the right to waive any administrative, minor irregularity in a Response, but it is not required to do so.

## **7.5 CLARITY AND CLARIFICATIONS**

State Parks will make the sole determination of clarity and completeness of the Responses. No Response may be altered or amended after the submission deadline; however, State Parks reserves the right to contact a Consultant for clarification of responsive contents if necessary.

**Note:** This clarification process is only used to clarify information that was contained within the Response; it is not a means of providing or incorporating new information that was otherwise not initially included. Evaluators have no obligation to seek or request a clarification; they may evaluate the response as provided.

## **7.6 COST OF RESPONSE PREPARATION**

State Parks will not reimburse Consultants for any costs associated with preparing or presenting a Response to this solicitation.

State Parks will not be liable for any costs incurred by the Consultant in preparation or presentation of a responsive Response to this RFQ.

State Parks will not pay for any costs accrued prior to a mutually executed contract resulting from this RFQ.

## **7.7 OWNERSHIP OF RESPONSES**

All Responses and materials submitted in response to this RFQ become the property of State Parks. State Parks has the right to use information or adaptations of information that is presented in a response, unless the information is marked "Proprietary" and is not: (1) already known to State Parks prior to receipt of the information in the Response or materials submitted in response to this RFQ, (2) subsequently disclosed to State Parks by a third party who has the lawful right to

make such disclosure, or (3) lawfully publicly available. Selection or rejection of the offer will not affect this right.

#### **7.8 FINAL SELECTION & NO OBLIGATION**

State Parks reserves the right, at its sole discretion, to reject all responses without penalty and not to issue a contract as a result of this solicitation. State Parks further reserves the right to cancel or reissue this RFQ prior to execution of a contract, if it is in the best interest of State Parks to do so, as determined by State Parks in its sole discretion.

#### **7.9 INCORPORATION OF RESPONSE IN CONTRACT**

The Consultant's response, including all promises, warranties, commitments, and representations made in the successful Response, are binding and shall be incorporated by reference into State Parks' contract with the Consultant.

#### **7.10 AGREEMENT TO STATE PARKS CONTRACT TERMS AND CONDITIONS**

Attached as Exhibit A is a draft contract template that includes State Parks' contract terms and conditions. These terms and conditions will be incorporated into the final contract between State Parks and the Apparent Successful Consultant. Each Consultant's submission of its Response confirms that Consultant's consent to these terms and conditions.

#### **7.11 STATEWIDE VENDOR PAYMENT REGISTRATION**

Consultants are urged to be registered in the Statewide Vendor Payment system, prior to submitting a request for payment under this Contract. The Washington State Office of Financial Management (OFM) maintains a central contractor registration file for Washington State agencies to process contractor payments.

To obtain registration materials go to the Statewide/Vendor Payee Services (SWPS) website at <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. The registration form has two parts. Part 1 is the information required to meet the above registration condition. Part 2 allows State Parks (and other state agencies) to pay invoices electronically with direct deposit. This is the most efficient method of payment and vendors are encouraged to sign up.

#### **7.12 MINORITY WOMEN OWNED AND VETERAN OWNED BUSINESS ENTERPRISES**

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, and RCW 43.60A.200 and 39.22.240, the State of Washington encourages participation by veteran owned business enterprises and Minority & Women Owned Business Enterprises (MWBE), either self-identified or certified by, respectively, the Department of Veterans Affairs or the Office of Minority & Women's Business Enterprises (OMWBE). While the State does not give preferential treatment, it does seek equitable representation from the veteran owned business and minority and women's business communities.

Participation by veteran owned and MWBE Consultants may be either on a direct basis in response to this RFQ or as a subconsultant to a prime Consultant. However, no preference will be given in the evaluation of Responses, no minimum level of MWBE or veteran-owned business participation shall be required, and Responses will not be evaluated, rejected or considered non-responsive on that basis.

Consultants may contact the Office of Minority & Women's Business Enterprises (OMWBE) at <https://omwbe.wa.gov/about-omwbe/contact-us-directions> and/or the Department of Veterans Affairs at <https://dva.wa.gov/veterans-their-families/veteran-owned-businesses/vob-search> to obtain information on certified firms for potential sub-contracting arrangements or for information on how to become certified.

#### **7.13 SUBCONSULTANT PARTICIPATION MONITORING AND REPORTING**

Once a contract is awarded through the solicitation or proposal process, the awarded Prime Consultant is obligated to complete the vendor registration in Access Equity. Access Equity is a

secure online vendor management system (B2GNow). Confidential information (Tax ID, etc.) will not be published. Prime Consultants that have previously registered with B2Gnow for any public entity, must verify the system has updated information. Consultants can access the system at <https://omwbe.diversitycompliance.com/> or through a direct link on the Office of Minority and Women's Business Enterprises (OMWBE) website at: <https://omwbe.wa.gov/>.

Each month during the contract, the Prime Consultant will report payments to **all** Subconsultants through the Access Equity system. This monthly reporting information includes total payment in dollars made to the Subconsultant, payment dates, and any additional information required to verify payment to Subconsultant. The Prime Consultant will enter this payment information into the Access Equity system, and the Subconsultants will verify this payment information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both Prime Consultants and Subconsultants.

#### **7.14 PUBLIC DISCLOSURE & PROPRIETARY INFORMATION**

State Parks is subject to the Public Records Act, chapter 42.56 RCW. Submittals and evaluations may not be disclosed while the RFQ is pending (RCW 39.26.030); however, all of the submissions and evaluations may be disclosed after the announcement of the Apparent Successful Consultant. Portions of a Consultant's Response may be protected from disclosure through the process set forth below.

If a Consultant wants to protect any proprietary information that is included in its response, the information must be clearly identified by Consultant as proprietary information. Each page containing information that is claimed to be exempt from disclosure must be clearly identified by the word "proprietary" printed on the lower right-hand corner of the page.

Any attempts to overly restrict disclosure through use of footers on every page and/or other like statements restricting disclosure will not be honored and may subject Consultant to disqualification.

State Parks will maintain the confidentiality of all information marked proprietary to the extent consistent with the Public Records Act. If a public disclosure request is made to view Consultant's proprietary information, State Parks will notify the Consultant of the request and of the date that the proprietary information will be released to the requester unless the Consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, State Parks will release the proprietary information, on the date specified.

State Parks sole responsibility shall be limited to maintaining the Consultant's true and actual Proprietary Information in a secure area and to notify Consultant of any request(s) for disclosure for so long as State Parks retains Consultant's information in State Parks records. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Consultant of any claim that such materials are exempt from disclosure.

Consultant may seek the information from all other Responses once the Apparent Successful Consultant is announced.

#### **7.15 CIVIL RIGHTS COMPLIANCE**

The Director of the Washington State Parks and Recreation Commission, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Consultants will be afforded full opportunity to submit submittals in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award. State Parks will also affirmatively ensure that any contract entered into pursuant to this solicitation will require full incorporation of these rights in relation to all employees, personnel, and agents of the Consultant.



## **8 APPENDICES and EXHIBITS**

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**All Appendices noted below must be included as part of the Consultant's Response**

**Appendix A**, Consultant Profile (Mandatory - sign and return)

**Appendix B**, Certifications (Mandatory - sign and return)

**Appendix C**, Submittal (Mandatory – write and return)

**Appendix D**, References (Mandatory - complete and return – and notify References)

**Appendix E**, Diversity Business Inclusion Plan (Mandatory - complete and return)

**The following Exhibits are for informational purposes and do not need to be returned.**

**Exhibit A.** Draft/Sample Service Agreement for Apparent Successful Consultant

**Exhibit B.** Pre-Design Report – Sun Lakes Campground Renovation



## Appendix A - Consultant Profile

Consultant must provide all requested information in the space next to each numbered section below.

Many of the questions require information if you answer “yes”. Please provide your response in the space provided unless otherwise directed to submit on a separate page (note: the spaces provided can expand to allow for more text to be typed in if necessary). If you are directed to provide answers on a separate page, please identify the question and corresponding number that you are responding to, and attach that document to this Appendix A.

### COMPANY INFORMATION

(a)	Firm Legal Name*			
	Street Address			
	Mailing Address			
	City, State, ZIP			
Consultant Organization Type: Check appropriate box	Corporation:	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign	
	Limited Liability Company (LLC):	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign	
	Partnership:	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign	
	Sole Proprietorship:	<input type="checkbox"/>		
	<p><b>Note:</b> A sole proprietorship is an unincorporated business owned and run by an individual with no distinction between the business and the owner. It is not a legal entity. It simply refers to a person who owns the business and is personally responsible for its debts and who pays personal income taxes on profits earned from the business. If you are a consultant who operates a business on your own, you automatically are a sole proprietor unless you have adopted a business structure (e.g., corporation, LLC, partnership).</p>			

\*Legal Name: Many companies use a “Doing Business As” name or a nickname in their daily business. However, the State requires the legal name of your company as it is legally registered in the State of Washington or the state in which your company was registered. This should include the type of entity – Inc., LLC, LP, etc.

(b)	DBA (if any)			
	Telephone Number(s)			
	Area Code:	Number:	Extension:	
	Area Code:	Number:	Extension:	

(c)	A list identifying which parties of the organization have the authority to sign contracts/ amendments on behalf of the Consultant’s entity.

(d)	Names, addresses, e-mail addresses and telephone numbers of the sole proprietor, partners, or principal officers as appropriate to the organization		
	Name & Title:		
	Address:		
	Email Address:		
	Telephone Number		
	Area Code:	Number:	Extension:

## Appendix A - Consultant Profile

(e)	Primary contact person for questions/contract negotiations, including address if different than above		
	Name & Title:		
	Address:		
	Email Address***:		
	Telephone Number for Contact Person		
	Area Code:	Number:	Extension:

\*\*\* Email Address: The email address provided by the Consultant in subsection (e) will be used for officially contacting the Consultant for purposes of the competition. If the email address is left blank, then the email address provided in subsection (d) will be used.

(f)	WA State UBI	
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(g)	Statewide Vendor Number (SWV)	
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Consultant is urged to be registered with the Washington State Office of Financial Management as a statewide vendor. **If you do not have a current SWV number**, affirm that your organization will obtain a SWV number within ten (10) days of executing contract.  Yes  No

(h)	Federal Tax Identification Number	
-----	-----------------------------------	--

Is your firm certified as a minority or woman owned business with the Washington State Office of Minority & Women's Business Enterprises (OMWBE)?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide Consultant's MWBE certification no.: _____
Is your firm a self-certified Washington State Small Business? <i>Note:</i> Regardless of size, a qualifying business must be owned and operated independently from all other businesses. In regard to size, the gross revenue thresholds, as reported on Consultant's tax returns, are as follows: <ul style="list-style-type: none"> <li>▪ Microbusiness: Annual gross revenue of less than one million dollars.</li> <li>▪ Mini business: Annual gross revenue of more than one million dollars, but less than three million dollars.</li> <li>▪ Small Business: Annual gross revenue of less than seven million dollars over each of the three prior consecutive years.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide the location for Consultant's principal place of business: _____ Street Address _____ City, State, Zip Code If yes, what is your business size (based on annual gross revenue)? Microbusiness <input type="checkbox"/> Mini business <input type="checkbox"/> Small Business <input type="checkbox"/>
Is your firm certified as a Veteran-Owned Business with the Washington State Department of Veteran Affairs?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide Consultant's WDVA certification no.: _____

## Appendix A - Consultant Profile

### CONFIDENTIALITY

(i)	Are there any pages in the Proposal that the Consultant has marked as "Confidential" or "Proprietary"	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, any information in the Proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 must be clearly designated. Each page containing information claimed to be exempt from disclosure must be clearly identified by the word "Privileged" or "Confidential" printed on the lower right-hand corner of the page. Additionally, Consultant must include a separate piece of paper attached to this Appendix A, indicating the pages that have been marked "Confidential" and the particular exception from disclosure upon which the Consultant is making the claim. Failure to follow these rules waives Consultant's claim.

### AUTHORIZED SIGNATURES

By signing below, you hereby certify that you are an authorized representative of your firm/company and empowered to negotiate, enter into, and execute, in the name and on behalf of your firm/company, any agreements or documents associated with this RFQ and to bind your firm/company to the obligations stipulated therein.

Signature (individual must be authorized to bind the organization)	
Signature:	Date:
Print Name:	

## Appendix B - Submittal

### Certifications and Assurances

Consultant, through the duly authorized undersigned, makes this certification as a required element of submitting a responsive submittal. Consultant certifies, to the best of its knowledge and belief that the following are true, complete, correct, and made in good faith:

1. I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):
2. I/we declare that all answers and statements made in the proposal are true and correct.
3. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
4. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by State Parks without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
5. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
6. I/we understand that State Parks will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of State Parks, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
7. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
8. Consultant certifies No Termination For Default or Cause. Consultant has not, within the three (3) year period preceding the date of this Competitive Solicitation, had one (1) or more federal, state, or local governmental contracts terminated for cause or default.
9. Consultant certifies, Taxes Paid. Except as validly contested, Consultant is not delinquent and has paid or has arranged for payment of all taxes due to the State of Washington and has filed all required returns and reports as applicable.
10. Consultant certifies, Financially Solvent. Consultant is financially stable and solvent, has adequate cash reserves to meet all financial obligations, has not commenced bankruptcy proceedings voluntarily or otherwise, and is not subject to any judgments, liens, or encumbrances of any kind affecting title to any professional services that are the subject of this Competitive Solicitation.
11. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions (if any), and any other instructions, terms & conditions, and competition amendments to the same. Further:
  1. Alterations to State Parks documents: I/my firm understand and agree that I/my firm shall not and has not altered or deviated from the original competition and any follow-on competition amendments and if my/my firm's submittal response received by State Parks materially alters or deviates from the competition or competition amendments (if any) then the submittal response

## Appendix B - Submittal

may be disqualified. Whether the alteration is noticed or not noticed by State Parks, any resulting contract (including any type of order placement) **shall** continue with the altered portions or deviations being ignored in favor of the State Parks official language (original competition and any follow-on competition amendments) as posted on the Washington Electronic Business Solutions (WEBS) which acts as the system of record for this competition. The awarded Contractor understands, agrees, and accepts this provision and **shall** hold harmless and save harmless the State Parks.

2. Unrequested Supplemental Materials in Consultant Submittal Response: I/my firm understands and agrees that I/my firm shall not and has not supplemented my/my firm's Submittal Response with unrequested materials. Whether the unrequested material is noticed or not noticed by State Parks, any resulting contract (including any type of order placement) **shall** continue with the unrequested material being ignored in favor of the State Parks official language. The awarded Consultant understands, agrees, and accepts this provision and **shall** hold harmless and save harmless the State Parks.
12. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
13. I/we grant State Parks the right to contact references and others who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.
14. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.
15. Consultant's Waiver and Release of Information, Public Disclosure is Authorized and Not Restricted:  
  
I/my firm grants to the State of Washington and the Washington State Parks and Recreation Commission a full and complete release of information of my/my firm's submittal response and other documents or information pertaining to the same and if also awarded the contract, then to the contract and any documents or information involving or pertaining to the contract. Markings of "confidential", "proprietary" or similar term are unintentional and **shall** be ignored. Further, these materials or submittal response may be publicly disclosed with no advanced notice to the Consultant (me/my firm). The Consultant/awarded Consultant (me/my firm) understands, agrees, and accepts this provision and **shall** hold harmless and save harmless the State of Washington and State Parks.
16. Certification - Wage Theft Prevention:  
  
Prior to awarding a contract, agencies are required to determine that a Consultant is a 'responsible Consultant.' See RCW 39.26.160(2) & (4). Pursuant to legislative enactment in 2017, the responsible Consultant criteria include a consultant/contractor certification that the consultant/contractor has not willfully violated Washington's wage laws. See Chap. 258, 2017 Laws (enacting SSB 5301).  
  
I/my firm certifies under penalty of perjury under the laws of the State of Washington the following is true and correct: No Wage Violations. This firm has **not** been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082. any provision of RCW chapters 49.45, 49.48., or 49.52 within the three (3) prior years to the date of this competition's date of issue.

## Appendix B - Submittal

17. Certification - Supporting Workers' Rights:

Pursuant to the Washington State Governor's Executive Order 18-03 (dated June 12, 2018), the Washington State Parks and Recreation Commission is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

I/My Firm certifies under penalty of perjury under the laws of the state of Washington the following is true and correct: No Mandatory Individual Arbitration Clauses and Class or Collective Action Waivers for Employees. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

18. Electronic Submission of Documents are Legally Binding:

Washington State recently enacted law allowing for electronic alternatives to pen-to-paper wet-ink signature on hardcopy documents, meaning if State Parks agrees to alternatives other than wet-ink signature (pen-to-paper) on hardcopy documents, these alternatives may be accepted by State Parks and are legally binding. See RCW 1.80.

For purposes of this competition document State Parks is accepting a PDF scan (or similar representation) of the Consultant's wet-ink signature in the signature space below. **For clarity:** Print out the competition document, review it, include any other required document(s), complete where necessary, sign where you need to sign with a pen onto the paper, when you believe your submittal response is ready to be submitted to State Parks, **scan it as a PDF file**, review the PDF file one last time, and then attach the PDF file to your business email and send it to State Parks. For expanded details see Section 4.1 – Submission of Responses.

I/My Firm certifies under penalty of perjury under the laws of the state of Washington that submission of my/my Firm's submittal response and accompanying copy of my signature is legally binding on me/my firm, and that the State Parks may rely upon its authenticity.

I, acting as my Firm's authorized representative, declare on behalf of me/my firm under penalty of perjury under the laws of the State of Washington, forgoing Certification and Assurances and Waiver are true and correct.

<b>RFQ 325-433 A&amp;E Sun Lakes Campground Renovation</b>	
Consultant's Legal Business Name	
Authorized Signer's Printed Name	
Consultant's Wet Signature (blue ink)	
Place of Signature (city & state)	
Date	

## **Appendix C - Submittal**

The Submittal section of the response must contain information that will demonstrate to the evaluation committee the Consultant's understanding of the types of services proposed, the firm's ability to accomplish them, and the ability to meet tight timeframes.

See Section 3.4 of this RFQ for details about the information required and guidelines for the Submittal.

## Appendix D - References

Consultant to complete and return the following reference information forms with response:

It is the Consultant's responsibility to make sure the information provided herein is accurate, and that the reference will be responsive to State Parks' inquiry.

<b>Reference 1:</b> Consultant's (your) name: _____ <b>Note:</b> submission of this form constitutes permission for State Parks to contact the reference indicated.		
Name of reference corporation/agency	Name of person to provide referral	email address of person to provide referral
Identify the nature of services provided	Date the services were provided	Full costs for services provided

<b>Reference 2:</b> Consultant's (your) name: _____ <b>Note:</b> submission of this form constitutes permission for State Parks to contact the reference indicated.		
Name of reference corporation/agency	Name of person to provide referral	email address of person to provide referral
Identify the nature of services provided	Date the services were provided	Full costs for services provided

<b>Reference 3:</b> Consultant's (your) name: _____ <b>Note:</b> submission of this form constitutes permission for State Parks to contact the reference indicated.		
Name of reference corporation/agency	Name of person to provide referral	email address of person to provide referral
Identify the nature of services provided	Date the services were provided	Full costs for services provided



**Prime Consultant Diverse Business Inclusion Plan**

Prime Consultant Name: \_\_\_\_\_

For the purposes of this form, Washington State-certified diverse businesses are defined as follows:

- Minority Business Enterprise (MBE), Women’s Business Enterprise (WBE), or combination of the two. Certified by the Office of Minority and Women’s Business Enterprises (OMWBE): <http://omwbe.wa.gov/>
- Veteran-owned Business. Certified by the Department of Veteran’s Affairs (DVA): <http://dva.wa.gov/>
- Small Business (includes Mini and Micro businesses). Certified through the Washington Electronic Business Solution (WEBS): <https://fortress.wa.gov/ga/webs/home.html>

**Anticipated Certified Diverse Business Participation Goals**

Subcontracting means direct performance of commercially useful work through subcontracting as part of the proposed project team. Of the total contract work, what are the diverse business participation goals proposed for subcontracting on your team? Please only include the above-listed Washington State certification types in your “Consultant-defined Anticipated Percent of Contract Amount (Goals)” estimate. Zero percent (0%) is not a goal.

Anticipated Certified Diverse Business Participation Goals	Washington State Goals	Consultant-defined Anticipated Percent of Contract Amount (goal)
Minority-owned business (MBE)	10%	%
Women-owned business (WBE)	6%	%
Veteran-owned business (DVA)	5%	%
Small business	5%	%

**Subcontracting Team**

List the names of the diverse businesses you anticipate using on this project. Generally describe the work you expect the diverse business to perform and identify the percent of total contract value intended for each diverse business. Please include the above-listed Washington state certification types. If necessary, add more rows below.

Name of Diverse Business	Specify Diverse Business Certification (circle one or more)	Describe Trade or Task	Anticipated Percent of Contract Amount
	MBE, WBE, DVA, Small		%
	MBE, WBE, DVA, Small		%
	MBE, WBE, DVA, Small		%
	MBE, WBE, DVA, Small		%
	MBE, WBE, DVA, Small		%

Describe bidder’s plan to meet or exceed bidder’s voluntary diverse business inclusion plan – subcontractors’ goals, including outreach:

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**Diversity Expert:**

Identify the person within your team to manage your diverse inclusion responsibilities.

Diversity Expert Name: \_\_\_\_\_

Diversity Expert Contact Information: \_\_\_\_\_

Diversity Expert Firm (if another firm is managing participation): \_\_\_\_\_

**Past Performance**

Please select five (5) of your projects with Washington State-certified diverse business participation (MBE, WBE, DVA, and/or Small/Mini/Micro) and list them below for the last five (5) years. If you do not have any projects that tracked or reported diverse business participation, you may leave this section blank. In that case, please attach an additional sheet with explanation.

You may have projects with diverse business participation for an organization or entity that required *different* diverse business categories (including self-certification). If so, please attach a sheet with the same column data and information but include percentages for the categories that were tracked during the project.

Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
		\$		Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%
Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
		\$		Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%
Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
		\$		Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%
Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
		\$		Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%
Contract Name	Contracting Agency or Entity	Contract Amount	Year	Percent of Contract Amount	
		\$		Minority-owned business:	%
				Women-owned business:	%
				Veteran-owned business:	%
				Small/mini/micro business:	%

State Parks will review the submitted inclusion plan for genuine efforts.

# CONSULTANT A/E SERVICES AGREEMENT

Project Location: «LocationName» State Park

Agreement No. AE «ContractNumber»

Project Title: «ProjectName»

The Washington State Parks and Recreation Commission (State Parks) and the Consultant named below do hereby enter into this Agreement for the project designated above (the Project) under the terms described in the following Articles. This Agreement is made effective on the date signed by State Parks, and the return of a fully executed original from State Parks to the Consultant shall constitute the necessary Notice to Proceed.

- |  |                                 |
|--|---------------------------------|
| I. Authorization to Proceed                      | IV. Compensation                |
| II. Compensation Summary                         | V. Voluntary MWBE Utilization   |
| III. Scope of Services & Schedule of Performance | VI. Conditions of the Agreement |

## I. AUTHORIZATION TO PROCEED

Consultant:

«ContractorConsultantName»  
«PhysicalAddress»  
«PhysicalCity», «PhysicalState»  
«PhysicalZipCode»

«FirstName» «LastName», «Title»  
Phone: «PhoneNumber»  
Email: «EmailAddress»

State Parks:

**Washington State  
Parks and Recreation Commission**  
1111 Israel Road SW  
PO Box 42650  
Olympia, WA 98504-2650

(360) 902-8554  
ContractsandProcurement@parks.wa.gov

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

UBI No. \_\_\_\_\_ «UBINumber»

Fed. Tax Id. No. \_\_\_\_\_ «FederalID»

By \_\_\_\_\_

Mark Bibeau,  
Title Chief Financial Officer

Date \_\_\_\_\_

Approved as to form:

James R. Schwartz  
Assistant Attorney General  
July 15, 2016

## II. COMPENSATION SUMMARY

Basic Services Compensation \$ \_\_\_\_\_ «OrigContractAmount»

Additional Services Compensation \$ \_\_\_\_\_

Not to Exceed Agreement Total \$ \_\_\_\_\_ «OrigContractAmount»

### **III. SCOPE OF SERVICES AND SCHEDULE OF PERFORMANCE**

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#### **A. Scope of Services**

As authorized under Chapter 39.80 RCW - Contracts for Architectural and Engineering Services, the Consultant shall perform Basic Services for the Project in accordance with Article VI, Conditions of the Agreement, and as described in the following Scope of Services...

(enter here or if scope is attached, insert the following after "Scope of Services")  
...attached to and made a part of this Agreement as Attachment A.

#### **B. Schedule of Performance**

The Consultant shall perform the Services according to the following schedule...

(enter here or if scope is attached, insert the following after "... schedule") ... attached to and made a part of this Agreement as Attachment B.

Unless otherwise amended in writing, this agreement shall automatically terminate on June 30, 2023 (or end of current fiscal year/biennium)

#### **C. Additional Services**

Changes to the Services above shall be considered Additional Services only when agreed in advance by State Parks and the Consultant that such changes constitute a material addition or change to the previously authorized Services, and when authorized by State Parks in the form of an amendment to this Agreement, setting forth the scope of services, schedule of performance, and compensation for the Additional Services, and signed by both parties in accordance with Article VI, section C.

### **IV. COMPENSATION**

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#### **A. Basic Services Compensation**

Compensation for rendering the Basic Services detailed in the scope of services under Article III A. of this Agreement shall not exceed «**Origcontractamount**»ths Dollars («**OrigContractAmount**»), which shall include all expenses the Consultant may incur on behalf of the project.

#### **B. Additional Services Compensation**

If the Consultant is authorized by Amendment to this Agreement to perform Additional Services, compensation for such services shall be established in the Amendment as being on the basis of either a not to exceed lump sum fee or on actual time expended and expenses incurred, up to a fixed not to exceed amount (not to exceed time and expense).

Consultant handling fee for sub-consultants is ten percent.

#### **C. Reimbursable Expenses**

1. Travel: Travel within a 50-mile radius shall be considered a Basic Service and is not a reimbursable expense. Travel between a 50 and 350-mile radius may be negotiated as an additional service at not greater than the approved State rate, and must be pre-approved. Any cost reimbursement for travel beyond the 350-mile radius requires written justification and prior approval from State Parks.

2. Miscellaneous, routine overhead expenses incurred in the normal process of performing basic services or authorized additional services such as telephone costs, mail, clerical supplies, computer, copying, fax, transportation, etc. are not

reimbursable.

3. The first hard copy of the deliverables for owner's review is not a reimbursable expense.

## **V. VOLUNTARY MWBE UTILIZATION**

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### **A. Voluntary MWBE Goals**

The following voluntary Minority and Women Business Enterprises (MWBE) participation goals have been established for this project:

Minority Business Enterprise (MBE)	10%
Women Business Enterprise (WBE)	6%

Achievement of the goals is encouraged. However, unless required by federal statutes, regulations, grants, or terms referenced in this Agreement, no minimum level of MWBE participation shall be required. The Consultant may contact the Office of Minority and Women Business Enterprises (OMWBE) at (360) 753-9693 to obtain information on certified firms for potential sub-consultants.

The Consultant shall send written notification to State Parks within thirty (30) days following execution of this Agreement, listing MWBE firms intended for use, the tax identification number (TIN) for each firm, and the anticipated dollar value of participation.

Prior to the final payment for services, the Consultant shall furnish a statement, in a form designated by State Parks, of the actual dollars earned by each MWBE firm utilized and the totals earned in each category.

## **VI. CONDITIONS OF THE AGREEMENT**

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### **A. State Parks Responsibilities**

1. Upon request, State Parks shall promptly furnish to the Consultant such information and documents within its control and possession to the extent State Parks agrees is necessary for the performance of the services.
2. State Parks shall designate representatives authorized to act in State Parks' behalf. References in this Agreement to "State Parks" shall include the State Parks designated representative. The representatives shall examine the documents submitted by the Consultant, consult with the Consultant on problems as they may arise, coordinate the State Parks' services with those of the Consultant, render decisions and advise the Consultant promptly in order to avoid any unreasonable delay in the progress of the Consultant's work.

### **B. Consultant's Basic Services**

1. The Consultant shall perform the Services as expeditiously as is consistent with the orderly progress of the work and to the degree of professional skill, care, and judgment commensurate with that which is normally exercised by recognized professional firms performing similar services under similar circumstances to the Services required for this Project.
2. The Consultant shall perform the Services in accordance with the schedule specified in Article III., B., Schedule of Performance. It shall be the Consultant's responsibility

to promptly inform State Parks of any deviations from the schedule.

3. The Consultant shall, with State Parks' concurrence, designate any Subconsultants as may be necessary to fully accomplish the Services. Upon request, the Consultant shall furnish to State Parks a copy of the Consultant's contract(s) with its Subconsultants.
4. The Consultant shall cooperate with State Parks and shall coordinate its services with related work performed by State Parks and others.
5. The Consultant shall provide sufficient numbers of copies, as requested by State Parks, of draft and complete final project documents and reports called for in Article III. A., Scope of Services. Such documents and reports shall include, but not necessarily be limited to presentation materials, surveys, studies, drawings, maps, photographs, assessments, calculations, computer program files on electronic media and any other supportive data and materials as State Parks may reasonably require.
6. In the performance of this Agreement, the Consultant shall act as an independent contractor, maintaining full and complete control and responsibility for and over the Consultant's employees.

**C. Payments to the Consultant**

1. Payments for the Consultant's Basic Services and Additional Services may be made monthly upon submittal to State Parks of the Consultant's invoice for services, in a form designated by State Parks.
2. If the Consultant and State Parks cannot agree to a sum for an additional service, State Parks reserves the right to employ other means to accomplish the work.
3. Payment for Additional Services is subject to the conditions of Article III, C.

**D. Successors and Assigns**

The Consultant shall not assign, sublet, or transfer this Agreement or any right or interest in this Agreement without the prior written consent of State Parks. Any such assignment made without State Parks' consent shall be voidable at State Parks' option.

**E. Non-Discrimination**

Except to the extent permitted by a bona fide occupational qualification, the Consultant agrees as follows:

1. The Consultant shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, marital status, sex, age, the presence of any sensory, mental, or physical handicap, nor commit any other unfair practice as defined in RCW 49.60. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, national origin, gender, marital status, sex, age, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff,

termination, rates of pay or other forms of compensation, and selection for training.

2. The Consultant shall in all solicitation for employees or job orders for employees placed with any employment agency, union, or other firm or agency, state that all qualified applicants shall receive consideration for employment without regard to race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental, or physical handicap. The words "equal opportunity employer" in advertisements shall constitute compliance with this Article.
3. The Consultant shall include the provisions of the foregoing paragraphs 1 and 2 in every sub-agreement or purchase order for the goods or services which are the subject matter of this Agreement.
4. In the event of non-compliance by the Consultant with any of the non-discrimination provisions of the Agreement, State Parks shall have the right, at its option, to cancel the Agreement, in whole or in part. If the Agreement is canceled after partial performance, State Parks shall be obligated to pay fair market value or the Agreement price, whichever is lower, for goods or services which have been received and accepted.

#### **F. Termination of Agreement**

1. **Termination for Cause:**  
If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner the Consultant's obligations under this Agreement, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, State Parks may terminate this Agreement by giving written notice to the Consultant of such termination. The notice shall specify the effective date of termination and shall be given at least five (5) days before that date. Upon receipt of such notice, the Consultant shall perform no further services covered by this Agreement. Upon termination, for cause, all finished or unfinished documents, data, studies, surveys, drawings maps, models, photographs, and reports prepared by the Consultant shall, at the option of State Parks, become State Parks' property. The Consultant shall be entitled to receive just compensation for any satisfactory work completed on such documents and other materials. The Consultant shall remain liable to State Parks for any damages resulting from any breach of this Agreement by the Consultant; and State Parks may withhold reasonable amounts owed to the Consultant as setoff until the amount of damages due State Parks from the Consultant is determined.
2. **Termination for Convenience of Consultant:**  
The Consultant may terminate this Agreement at any time by written notice to State Parks. Upon termination, all finished or unfinished documents and other materials as described in paragraph 1, above, of this Article, shall, at State Parks' option, become State Parks' property. If the Agreement is terminated by the Consultant, the Consultant's Compensation shall be as negotiated between State Parks and the Consultant.
3. **Termination for Convenience of State Parks:**  
State Parks may terminate this Agreement at any time by written notice to the Consultant. Upon termination, all finished or unfinished documents and other

materials as described in paragraph 1, above, of this Article, shall, at State Parks' option, become State Parks' property. If the Agreement is terminated by State Parks under this paragraph, the Consultant shall be paid an amount which bears the same ratio of the total compensation as the services actually performed bear to the total services of the Consultant covered by this Agreement; provided, however, that if less than sixty percent (60%) of the total services covered by this Agreement have been performed upon the effective date of such termination, the Consultant shall also be reimbursed for that portion of the Consultant's actual out-of-pocket expenses (not otherwise reimbursed under this Agreement) directly attributable to the uncompleted services covered by this Agreement.

**G. Governing Law**

This contract shall be governed by the laws of the State of Washington. In the event of a lawsuit involving this contract, venue shall be proper only in Thurston County. The Consultant by execution of this contract acknowledges the jurisdiction of the courts of the State of Washington in this matter.

**H. Insurance**

*Commercial General Liability Insurance (CGL):* Consultant shall maintain general liability insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the general aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit. CGL insurance shall be written on ISO occurrence form ISO CG 25 03 05 09 or 25 04 05 09 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) condition.

Additionally, the Consultant is responsible for ensuring that any sub-consultants provide adequate insurance coverage for the activities arising out of subcontracts.

*Business Auto Policy:* As applicable, the Consultant shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto." Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

*Professional Liability Insurance (also referred to as Errors and Omissions):* Agreements requiring professional services such as, but not limited to: engineering design or surveying, architectural services, software services, information technology services, environmental services, real estate management, legal services, or financial advisory services, may require Professional Liability insurance coverage.

If required, Consultant shall provide Professional Liability (E&O) insurance in an amount not less than \$1 Million per claim or wrongful act and \$2 Million in the policy aggregate on a practice policy to cover the Consultant and its employees. Consultant may choose to provide a project specific policy, in lieu of a practice policy, in which case the insurance shall be in an amount not less than two times the project's Maximum Allowable



Construction Cost (MACC) per claim or wrongful act and in the policy aggregate. Sub-consultants retained by Consultant who are performing professional services, shall either be added onto the policy of the Consultant, or, sub-consultant shall provide and obtain a similar policy of Professional Liability insurance coverage that covers the Sub-consultant and its employees. When a self-insured retention (SIR) or deductible exceeds \$25,000, State Parks reserves the right, but not the obligation, to review and request a copy of the Consultant's most recent annual report or audited financial statement. If coverage is to be provided on a claims-made basis, the Consultant shall warrant that any policy retroactive date precedes the effective date of this Agreement. In addition, continuous coverage must be maintained throughout the Agreement and for one year beyond the completion of the Agreement, or the Consultant shall purchase an extended discovery period policy for not less than one year from the completion of work.

**I. Indemnification**

The Consultant shall defend, protect and hold harmless the state of Washington, State Parks, State Parks' Agents, or any employees thereof, from and against all claims, suits or actions arising from the Consultant's acts which are libelous or slanderous, which result in injury to persons or property, which violate a right of confidentiality, or which constitute an infringement of any copyright, patent, trademark or trade name through use or reproduction of material of any kind, arising out of negligence of the Consultant or its subcontractors, but in the event of concurrent negligence by the indemnitee, then only to the extent of the negligence of the Consultant and its subcontractors. In addition, Consultant waives its immunity under Title 51 RCW to the extent necessary to give this indemnity full effect.

**J. Disputes**

Except as otherwise provided in this contract, when a bona fide dispute arises between State Parks and the Consultant and it cannot be resolved, either party may request a dispute hearing with the Agent. Either party's request for a dispute hearing must be in writing. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

**K. Rights in Data**

Unless otherwise provided, data which originates from this contract shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by State Parks. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent register and the ability to transfer these rights.

Data which is delivered under the contract, but which does not originate therefrom, shall be transferred to State Parks with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; Provided, that such license shall be limited to the extent which the Consultant has a right to grant such a license. The Consultant shall exert all reasonable effort to advise State Parks, at the time of delivery of data furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this contract. State Parks shall receive prompt written notice of each notice or claim of copyright infringement received by the Consultant with respect to any data delivered under this contract. State Parks shall have the right to modify

or remove any restrictive markings placed upon the data by the Consultant.

## L. Deliverable Standards

### Drawings:

- In State Parks AutoCAD/Civil 3D version format per Parks Project Representative.
- Furnish CD or USB flash drive in AutoCAD .dwg digital file format and PDF digital file format.
- Furnish final bid drawings in ink, on 20# bond acid free paper, as well as in digital file format.
- Format both hard copy drawings and digital files in 22" x 34" size and 11" x 17".
- Intermediate review drawings may be submitted on 20 lb. bond paper in 11" x 17" size. Submit review drawings at 25%, 60%, and 90% complete. Address State Parks' concerns prior to printing the final bid drawings.
- Format all drawings with current State Parks' standard border.
- Include, with all drawing sets, a current State Parks' standard cover sheet drawing.
- Provide all drafting in accordance with current State Parks' drafting standards (e.g.: line weights/types, layering conventions, lettering types and sizes, scales, digital templates, .ctb, etc.).
- State Parks will furnish its latest drafting standards for use by the Consultant in preparing drawings. State Parks will furnish digital templates for the Consultant to use at their own risk.
- All final printed and digital file drawings will become the property of and be permanently retained by State Parks upon contract completion and need to be reproducible using State Parks' .ctb.

### Specifications:

- Prepare and furnish all project specifications in State Parks' current MS Word format (\*.docx).
- Produce all technical specifications using CSI MasterFormat 2014 edition format and numbering system, in the form and format as provided in State Parks' standard specification boilerplate. Submit project specifications in both hard copy and e-file versions.
- Include in the final project specification/bid package, standard State Parks' Division 0 and Division 1 sections in addition to the technical sections. General Conditions and Prevailing Wage inserts will be the responsibility of State Parks. State Parks will furnish the latest version of its standard boilerplate sections to the Consultant for filling-in required information and incorporation into the total specification package.
- Submit specifications for review at the same time and level of completeness noted above for intermediate review drawings.

### Engineer's Construction Cost Estimate:

Prepare the final Engineer's Cost Estimate and furnish it on State Parks' standard estimate form. State Parks will furnish this form to the Consultant for use in preparing the final estimate.

**GIS Standards:**

Consultants shall submit all GIS data to Washington State Parks in accordance with the following requirements:

1. GIS data is to be provided to State Parks as ArcGIS 10.x file geodatabase format. Shapefiles may also be accepted if requested by consultant and approved by State Parks.
2. Metadata should include explanations of the meaning of all attribute fields, as well as explanations for the meaning of all values in the fields, where appropriate. Metadata should include a short paragraph in the Description field explaining when the data was collected, known limitations, and anything else that would be helpful to a user of the data. Also include contact information with phone number and email address.
3. The standard projection for State Parks is NAD 83 State Plane South, units in feet (NAD\_1983\_HARN\_StatePlane\_Washington\_South\_FIPS\_4602\_Feet). All data must be submitted in this projection.
4. Data representing areal features (for example, wetlands) need to be represented as polygons.
5. All polygonal data shall be topologically checked to ensure that there are no unintended gaps or overlaps between adjoining polygons. This can be done in ArcMap by creating a Topology with the rules "Must Not Overlap" and "Must Not Have Gaps".

**END OF CONDITIONS**

/ / / / /



SUN LAKES –  
DRY FALLS  
STATE PARK

Campground  
Renovation

**PREDESIGN  
REPORT**

*April 2022*

*Revised January 2024*

# Table of Contents

Executive Summary .....	Page 1
Problem Statement, Opportunity, or Program Requirement .....	Page 1
Analysis of Alternatives (including the preferred alternative) .....	Page 3
Detailed Analysis of Preferred Alternative .....	Page 7
Appendix 1 - Predesign Checklist and Outline .....	Page 10
Appendix 2 - Project Budget Analysis for the Preferred Alternative.....	Page 13
Appendix 3 - Campground Renovation Benefit Cost Analysis .....	Page 26
Appendix 4 - Sun Lakes Dry Falls Operating Cost Worksheet .....	Page 39
Appendix 5 - Letter of Acknowledgement Request .....	Page 4
Appendix 6A - Full Renovation Site Plan .....	Page 45
Appendix 6B - Partial Renovation Site Plan.....	Page 46
Appendix 6C - Typical RV Sites .....	Page 47
Appendix 6D - Comfort Station Floor Plan .....	Page 48
Appendix 6E - Contact Station Floor Plan .....	Page 49

❖ **Executive summary**

*This project replaces the principal substandard park campground and dilapidated comfort stations with a new campground, new comfort stations, landscaping, and extensive supportive infrastructure. The existing 159-unit standard park campground has met its useful life. Existing sites have substandard geometry, the irrigation system is inefficient, camp roadways need to be reconstructed, and utility infrastructure to the sites needs to be replaced.*

❖ **Problem statement, opportunity, or program requirement**

- **Identify the problem, opportunity, or program requirement that the project addresses and how it will be accomplished.**

*As a sought-out destination Sun Lakes Dry Falls State Park experiences a high volume of users. The existing campground has met and exceeded its intended life span and is in poor condition. The current campsites within the project boundary are outdated and dilapidated, offering substandard electrical feeds and sewer service connections that fail regularly, park geometry undersized for larger modern recreational vehicles, and a lack of ADA access within the project site. The existing comfort stations have also met their useful life and are not ADA accessible.*

- **Explain the connection between the agency’s mission, goals, and objectives; statutory requirements; and the problem, opportunity, or program requirements.**

*Sun lakes state park connects visitors to one of Washington’s most treasured destinations. It provides unique access to diverse natural and recreational opportunities through its camping experience. Without this capital improvement this experience may no longer be available or will be available at an unacceptable level of service. The proposed renovation will maintain and improve visitor access to this unique park and outdoor recreation opportunity. This project supports the agency’s core values for a Commitment to stewardship that transmits high quality park assets to future generations and supports the following agency priorities:*

*Continue efforts to develop partnerships and improve the system of cross-state and in-park trails.*

- *Strategic Goal: Customer Experience- provide exceptional recreation, cultural and interpretive opportunities that all visitors enjoy and support.*
- *Strategic Goal: Diversity, Equity and Inclusion- expand access and opportunity for everyone to experience the outdoors.*

*Continue efforts to achieve greater diversity, equity, and inclusion in State Parks’ workforce and engage and support new visitors in parks programs and services.*

- *Strategic Goal: Customer Experience- provide exceptional recreation, cultural and interpretive opportunities that all visitors enjoy and support.*

- *Strategic Goal: Quality of Life- contribute to Washington’s quality of life and support healthy communities.*
- *Strategic Goal: Diversity, Equity and Inclusion- expand access and opportunity for everyone to experience the outdoors.*

*Focus on lessons learned during the pandemic for future consideration regarding operations/budget/program format/staffing levels/marketing. Emphasis on virtual experiences, build on success, align products and services to new normal, and expand interpretative programming as identified by market analysis.*

- *Strategic Goal: Customer Experience- provide exceptional recreation, cultural and interpretive opportunities that all visitors enjoy and support.*
- *Strategic Goal: Quality of Life- contribute to Washington’s quality of life and support healthy communities.*

➤ **Describe in general terms what is needed to solve the problem.**

*New infrastructure (water, sewer, electrical, irrigation, utility hook-ups, etc.)*

*Site Grading (roads, campsites, parking, etc.)*

*Site Amenities (dumpsters, trails, camp host site, etc.)*

*Landscaping (grass, trees, plantings, etc.)*

*Comfort Stations (showers, sinks and toilets)*



❖ **Analysis of alternatives (including the preferred alternative)**

- Describe all alternatives that were considered, including the preferred alternative.

**No Action Alternative:** *In this option the park would remain unimproved. The benefit is that there are zero initial costs. The disadvantage is that the dilapidated infrastructure would reach full failure, repair costs would be excessive and negate any profit from continued park use. Failures at this point are costly, impact staff’s ability to maintain and manage the park, and further reduce the level of service as amenities are taken offline when repairs are being performed.*



**Existing Camp Sites**

**Partial Renovation:** *In this option the campground would be partially renovated. This would include problem tree removal, partial demolition of failing utilities, site grading, new playground, new contact station, 2 new comfort stations, 42 new full-utilities hookup campsites and associated new utilities. 50 existing campsites, 1 restroom, the utilities, and roads on the southeastern side of the campground will not receive any improvements. See Appendix 6B*



**Full Renovation (Preferred Option):** In this option the campground would be completely renovated. This would include problem tree removal, demolition of failing utilities, site grading, installing new utilities, roads, comfort stations, and associated site amenities. See Appendix 6A



- Advantages and disadvantages of each alternative. Please include a high-level summary table with your analysis that compares the alternatives, including the anticipated cost for each alternative.

FULL RENOVATION	PARTIAL RENOVATION	NO ACTION
<p><b>ADVANTAGES:</b> Increased revenue, reduced maintenance cost, accommodates modern recreation vehicles, and meets customers level of service expectations, high quality park experience.</p> <p><b>DISADVANTAGES:</b> Initial upfront capital investment cost, short term loss of revenue during construction.</p>	<p><b>ADVANTAGES:</b> Reduced capital costs, shorter construction period and accommodates modern recreation vehicles.</p> <p><b>DISADVANTAGES:</b> Loss of capital investment due to reduced economy of scale, remaining maintenance costs of unimproved areas, may still require closure of entire campground during construction.</p>	<p><b>ADVANTAGES:</b> No capital cost, no temporary disruption to public use.</p> <p><b>DISADVANTAGES:</b> Increased maintenance costs don't accommodate modern recreational vehicles, loss of short term and long-term revenue associated with failures of systems and customers experience.</p>

The proposed preferred alternative is a product upgrade, reducing the quantity of sites but increasing the quality to meet the current recreational demands that accommodate modern recreational equipment and result in an enhanced user experience. This converts underutilized sites to more popular and in demand sites that are more frequently used in the off season.

Revenue loss during construction is anticipated.

By changing the existing site type from standard to a higher demanded, higher revenue, longer use site, the revenue is expected to increase 16% upon project completion. An additional increase of 15% (beyond the 16% noted above) is anticipated when the park markets the new product.

The percentages noted above use a conservative inflation assumed growth factor of 1%. Please refer to the attached sun lakes dry falls operating cost worksheet for additional details.

- Cost estimates for each alternative:
  - **Full Renovation (Preferred Option)**

### Cost Estimate Summary

Acquisition			
<b>Acquisition Subtotal</b>	<b>\$0</b>	<b>Acquisition Subtotal Escalated</b>	<b>\$0</b>

Consultant Services			
Predesign Services	\$200,000		
Design Phase Services	\$128,712		
Extra Services	\$58,000		
Other Services	\$198,226		
Design Services Contingency	\$58,494		
<b>Consultant Services Subtotal</b>	<b>\$643,431</b>	<b>Consultant Services Subtotal Escalated</b>	<b>\$716,658</b>

Construction			
Maximum Allowable Construction Cost (MACC)	\$5,710,280	Maximum Allowable Construction Cost (MACC) Escalated	\$6,755,622
DBB Risk Contingencies	\$0		
DBB Management	\$0		
Owner Construction Contingency	\$571,028		\$688,717
Non-Taxable Items	\$0		\$0
Sales Tax	\$496,223	Sales Tax Escalated	\$588,103
<b>Construction Subtotal</b>	<b>\$6,777,531</b>	<b>Construction Subtotal Escalated</b>	<b>\$8,032,442</b>

Equipment			
Equipment	\$0		
Sales Tax	\$0		
Non-Taxable Items	\$0		
<b>Equipment Subtotal</b>	<b>\$0</b>	<b>Equipment Subtotal Escalated</b>	<b>\$0</b>

Artwork			
<b>Artwork Subtotal</b>	<b>\$0</b>	<b>Artwork Subtotal Escalated</b>	<b>\$0</b>

Agency Project Administration			
Agency Project Administration Subtotal	\$289,454		
DES Additional Services Subtotal	\$0		
Other Project Admin Costs	\$13,000		
<b>Project Administration Subtotal</b>	<b>\$302,454</b>	<b>Project Administration Subtotal Escalated</b>	<b>\$364,790</b>

Other Costs			
<b>Other Costs Subtotal</b>	<b>\$0</b>	<b>Other Costs Subtotal Escalated</b>	<b>\$0</b>

Project Cost Estimate			
Total Project	<b>\$7,723,416</b>	Total Project Escalated	<b>\$9,113,890</b>
		Rounded Escalated Total	<b>\$9,114,000</b>

- **Partial Renovation:** Total Project costs estimated to be approximately \$5,800,000 with no escalation factor plus increased maintenance costs of unimproved areas.
- **No Action.** No initial cost. However, maintenance costs will steadily grow to more than the park can reasonably sustain.

## ❖ Detailed analysis of preferred alternative

- **Describe the preferred project alternative in detail, including the following:**
  - Nature of space – how much of the proposed space will be used for what purpose (i.e., office, lab, conference, classroom, etc.)
    - 51 full utilities hookup campsites (140,000 square feet total)
    - 2 new comfort stations (1,030 square feet each)
    - 2,500 LF of new campsite access roads
    - 190,000 SF of landscaping and irrigation. The current nature of the space is a campground for outdoor recreation in Eastern Washington. The proposed new project will retain and improve this use.
  - Occupancy numbers.
    - 72 new or renovated campsites with a max capacity of 8 people per site for a total occupancy of 392 per day. 51 full utilities hook up RV sites, 21 tent sites (final numbers may vary).
  - Basic configuration of the building, including square footage and the number of floors.
    - Camp sites will be laid out in accordance with current design standards with building number and sizes to meet anticipated demand. Campsite size will vary by type (2,200 square feet for tent sites, 2,400 square feet for back-in RV sites, 3,900 square feet for pull-through RV sites).
    - Comfort Stations (2 single story 1,030 square feet per each)
  - Space needs assessment. Identify the guidelines used. (See Predesign Manual)
    - User expectation, user convenience, user comfort, park use trends, parks mission, functionality, and longevity, ADA accessible.
- **Site analysis:**
  - Provide the following:
    - Location.
      - ◆ 34875 Park Lake Rd NE, Coulee City, WA 99115
    - Building footprint and its relationship to adjacent facilities and site features. Provide an aerial view, sketches of the building site and basic floorplans.
      - ◆ Layout for RV sites, comfort stations, contact station, roads, parking lots, utilities, etc. will be in accordance with state park standards. (See appendices 5A- 5D for campground layout and building plans)
    - Stormwater requirements.
      - ◆ Stormwater is currently managed withing the limits of the existing campground. Any stormwater improvements will be in accordance with the Department of Ecology Stormwater manual for Eastern Washington (latest edition).
    - Ownership of the site and any acquisition issues.
      - ◆ No issues. Property is currently owned by state parks.
    - Easements and setback requirements.
      - ◆ No known issues at this time.
    - Potential issues with the surrounding neighborhood, during construction and ongoing.

- ◆ No known or anticipated issues. The northern edge of the development neighbors a golf course (currently leased on state park owned property). Care will be taken to maintain existing agreements.
- Utility extension or relocation issues.
  - ◆ No known issues at this time.
- Archeological and cultural resources (Executive Order 05-05 and Section 106 of the National Historic Preservation Act of 1966).
  - ◆ All work will be in accordance with GEO 05-05 or 21-02 as applicable, including tribal coordination, official consultation.
- Americans with Disabilities Act (ADA) implementation (Executive Order 96-04).
  - ◆ Accessibility within the site will be in accordance with Washington State and Federal Law as required.
- codes or regulations.
  - ◆ All work will be in accordance with all Federal, state, and local codes or regulations as applicable.

➤ **Describe how the project will be managed within the agency.**

**Design Bid Build**

Various delivery methods were considered but design bid build stood out as the clear solution. Design Bid Build is used to procure most public works projects in Washington State and almost all capital projects for Washington State Parks and Recreation Commission. State Parks has extensive experience with the design bid build process that encourages price competition and responsibility criteria used to ensure that a qualified contractor is awarded the project.

State Parks will utilize its Eastern Region Capital Development team along with consultants to put together and deliver the design, bidding, and construction management of the project.

➤ **Schedule**

- Provide a high-level milestone schedule for the project, including key dates for budget approval, design, bid, acquisition, construction, equipment installation, testing, occupancy, and full operation.

**In the fall of the first fiscal year**

- 2021-2023 Predesign
- 2023-2025 Design
- 2025-2027 Construction

- Describe factors that may delay the project schedule, such as an environmentally sensitive location, possible presence of archaeological or historical assets, or possible contamination of the site or buildings undergoing renovation.
  - Though no issues are currently anticipated, archeological discovery, tribal input, environmental or other regulatory constraints or approvals, may delay the project schedule. Care will be taken to mitigate all potential risks to the maximum extent

feasible. State Parks will conduct tribal consultation and cultural resource investigations in accordance with the process outlined in Governor's Executive Order 21-02. Adherence to this process will ensure coordination with affected tribes will be appropriate and timely.

➤ **Proposed funding.**

The Sun Lakes Campground Renovation is proposed to be 100% funded from State Appropriation over two biennia. Currently the predesign and design phases are funded. A request for construction funding will be submitted in later biennia.

➤ **Facility operations maintenance and requirements.**

- **See appendix 4:** See sun lakes dry falls operating cost worksheet.

➤ **Clarify whether furniture, fixtures and equipment are included in the project budget. If not included, explain why.**

- All standard fixtures and equipment necessary for a fully functioning campground are included in the cost estimate.

❖ **Predesign appendices**

1. OFM Case specific checklist for this project
2. Project budget analysis for the preferred alternative – C100
3. Campground Renovation benefit cost analysis
4. Sun Lakes Dry Falls operating cost worksheet
5. Letter of Acknowledgement request
6. Site and Floor Plans

# **Appendix 1**

**OFM Case specific checklist for this project**

# Project Predesign Applicable Elements

## Project: Sun Lakes Dry Falls Campground Renovation Predesign Checklist

CBS#: 30000305

### Appropriation T59

A predesign should include the content detailed here. OFM will approve limited scope predesigns on a case-by-case basis.

Yes	<b>1 Executive summary</b>
	<b>2 Problem statement, opportunity or program requirement</b>
Yes	A Identify the problem, opportunity or program requirement that the project addresses and how it will be accomplished.
No	B Identify and explain the statutory or other requirements that drive the project's operational programs and how these affect the need for space, location or physical accommodations. Include anticipated caseload projections (growth or decline) and assumptions, if applicable.
Yes	C Explain the connection between the agency's mission, goals and objectives; statutory requirements; and the problem, opportunity or program requirements.
Yes	D Describe in general terms what is needed to solve the problem.
No	E Include any relevant history of the project, including previous predesigns or budget funding requests that did not go forward to design or construction.
	<b>3 Analysis of alternatives (including the preferred alternative)</b>
Yes	A Describe all alternatives that were considered, including the preferred alternative. Include:
Yes	i A no action alternative.
Yes	ii Advantages and disadvantages of each alternative. Please include a high-level summary table with your analysis that compares the alternatives, including the anticipated cost for each alternative.
Yes	iii Cost estimates for each alternative:
Yes	a) Provide enough information so decision makers have a general understanding of the costs.
No	b) Complete OFM's Life Cycle Cost <a href="#">Model</a> (RCW <a href="#">39.35B.050</a> ).
Yes	iv Schedule estimates for each alternative. Estimate the start, midpoint and completion dates.
	<b>4 Detailed analysis of preferred alternative</b>
	A Describe the preferred project alternative in detail, including the following:
Yes	i Nature of space – how much of the proposed space will be used for what purpose (i.e., office, lab, conference, classroom, etc.)
Yes	ii Occupancy numbers.
Yes	iii Basic configuration of the building, including square footage and the number of floors.
Yes	iv Space needs assessment. Identify the guidelines used. (See Predesign Manual)
Yes	B Site analysis:
No	i Identify site studies that are completed or under way.
	ii Provide the following:
Yes	a) Location.
Yes	b) Building footprint and its relationship to adjacent facilities and site features. Provide aerial view, sketches of the building site and basic floorplans.
Yes	c) Stormwater requirements.
Yes	d) Ownership of the site and any acquisition issues.
Yes	e) Easements and setback requirements.
Yes	f) Potential issues with the surrounding neighborhood, during construction and ongoing.
Yes	g) Utility extension or relocation issues.
No	h) Potential environmental impacts.
No	i) Parking and access issues, including improvements required by local ordinances, local road impacts and parking demand.
No	j) Impact on surroundings and existing development with construction lay-down areas and construction phasing.
No	C Consistency with applicable long-term plans (such as the Thurston County and Capitol campus master plans and agency or area master plans) as required by RCW <a href="#">43.88.110</a> .
	D Consistency with other laws and regulations:
No	i High-performance public buildings (Chapter <a href="#">39.35D</a> RCW).
No	ii State efficiency and environmental performance, if applicable (Executive Order <a href="#">18-01</a> ).
No	iii Greenhouse gas emissions reduction policy (RCW <a href="#">70.235.070</a> ).



# Project Predesign Applicable Elements

## Project: Sun Lakes Dry Falls Campground Renovation Predesign Checklist

Yes	iv Archeological and cultural resources (Executive Order <a href="#">05-05</a> and <a href="#">Section 106</a> of the National Historic Preservation Act of 1966).
Yes	v Americans with Disabilities Act (ADA) implementation (Executive Order <a href="#">96-04</a> ).
No	vi Compliance with planning under Chapter <a href="#">36.70A</a> RCW, as required by RCW <a href="#">43.88.0301</a> .
No	vii Information required by RCW <a href="#">43.88.0301(1)</a> .
Yes	viii Other codes or regulations.
No	E Identify problems that require further study. Evaluate identified problems to establish probable costs and risk.
No	F Identify significant or distinguishable components, including major equipment and ADA requirements in excess of existing code.
No	G Identify planned technology infrastructure and other related IT investments that affect the building plans.
No	H Describe planned commissioning to ensure systems function as designed.
No	I Describe any future phases or other facilities that will affect this project.
	J Project management and delivery method alternatives considered
No	i Identify and justify the proposed project delivery method, such as design-build, phased construction, general contractor/construction manager (GC/CM) or conventional design/bid/build. Justify the proposed method of project
No	a) For design-build, link the justification to RCW 39.10.300 for uses, RCW 39.10.320 requirements and RCW 39.10.330 for process.
No	b) For GC/CM, link the justification to the requirements in RCW 39.10.340 for uses, RCW 39.10.320 requirements and RCW 39.10.360 for process.
Yes	ii Describe how the project will be managed within the agency.
No	a) Identify roles and responsibilities for the project.
No	b) Identify in-house staffing requirements for the proposed project.
No	c) Identify consultant services, DES resources or additional staff needed to manage the project.
	K Schedule
Yes	i Provide a high-level milestone schedule for the project, including key dates for budget approval, design, bid, acquisition, construction, equipment installation, testing, occupancy and full operation.
No	ii Incorporate value-engineering analysis and constructability review into the project schedule, as required by RCW 43.88.110(5)(c).
Yes	iii Describe factors that may delay the project schedule, such as an environmentally sensitive location, possible presence of archaeological or historical assets, or possible
No	iv Describe the permitting or local government ordinances or neighborhood issues (such as location or parking compatibility) that could affect the schedule.
No	v Identify when the local jurisdiction will be contacted and whether community stakeholder meetings are a part of the process.
	<b>5 Project budget analysis for the preferred alternative</b>
	A Cost estimate.
Yes	i Major assumptions used in preparing the cost estimate.
Yes	ii Summary table of Unifomat Level II cost estimates.
Yes	iii The <a href="#">C-100</a> .
	B Proposed funding.
Yes	i Identify the fund sources and expected receipt of the funds.
No	ii If alternatively financed, such as through a COP, provide the projected debt service and fund source. Include the assumptions used for calculating finance terms and interest rates.
	C Facility operations and maintenance requirements.
Yes	i Define the anticipated impact of the proposed project on the operating budget for the agency or institution. Include maintenance and operating assumptions (including FTEs).
Yes	ii Show five biennia of capital and operating costs from the time of occupancy, including an estimate of building repair, replacement and maintenance.
Yes	D Clarify whether furniture, fixtures and equipment are included in the project budget. If not included, explain why.
	<b>• Predesign appendices</b>
No	A Completed Life Cycle Cost <a href="#">Model</a> .
Yes	B A letter from DAHP.

# **Appendix 2**

**Project budget analysis for the preferred  
alternative OFM C100**

**STATE OF WASHINGTON**  
**AGENCY / INSTITUTION PROJECT COST SUMMARY**

*Updated June 2022*

Agency	Washington State Parks & Recreation Commission
Project Name	Sun Lakes Dry Falls Campground Renovation Construction
OFM Project Number	30000305

**Contact Information**

Name	Brian Patnode
Phone Number	(509) 665-4333
Email	<a href="mailto:Brian.Patnode@parks.wa.gov">Brian.Patnode@parks.wa.gov</a>

**Statistics**

Gross Square Feet		MACC per Gross Square Foot	
Usable Square Feet		Escalated MACC per Gross Square Foot	
Alt Gross Unit of Measure			
Space Efficiency		A/E Fee Class	C
Construction Type	Other Sch. C Projects	A/E Fee Percentage	10.18%
Remodel	Yes	Projected Life of Asset (Years)	

**Additional Project Details**

Procurement Approach	DBB	Art Requirement Applies	No
Inflation Rate	4.90%	Higher Ed Institution	No
<a href="#">Sales Tax Rate %</a>	7.90%	Location Used for Tax Rate	Grant County
Contingency Rate	10%		
Base Month (Estimate Date)	December-22	OFM UFI# (from FPMT, if available)	
Project Administered By	Agency		

**Schedule**

Pre-design Start	October-18	Pre-design End	June-19
Design Start	July-23	Design End	June-25
Construction Start	April-26	Construction End	June-27
Construction Duration	14 Months		

Green cells must be filled in by user

**Project Cost Estimate**

Total Project	<b>\$7,723,416</b>	Total Project Escalated	<b>\$9,113,890</b>
		Rounded Escalated Total	<b>\$9,114,000</b>

## Cost Estimate Summary

Acquisition			
<b>Acquisition Subtotal</b>	<b>\$0</b>	<b>Acquisition Subtotal Escalated</b>	<b>\$0</b>

Consultant Services			
Predesign Services	\$200,000		
Design Phase Services	\$128,712		
Extra Services	\$58,000		
Other Services	\$198,226		
Design Services Contingency	\$58,494		
<b>Consultant Services Subtotal</b>	<b>\$643,431</b>	<b>Consultant Services Subtotal Escalated</b>	<b>\$716,658</b>

Construction			
Maximum Allowable Construction Cost (MACC)	\$5,710,280	Maximum Allowable Construction Cost (MACC) Escalated	\$6,755,622
DBB Risk Contingencies	\$0		
DBB Management	\$0		
Owner Construction Contingency	\$571,028		\$688,717
Non-Taxable Items	\$0		\$0
Sales Tax	\$496,223	Sales Tax Escalated	\$588,103
<b>Construction Subtotal</b>	<b>\$6,777,531</b>	<b>Construction Subtotal Escalated</b>	<b>\$8,032,442</b>

Equipment			
Equipment	\$0		
Sales Tax	\$0		
Non-Taxable Items	\$0		
<b>Equipment Subtotal</b>	<b>\$0</b>	<b>Equipment Subtotal Escalated</b>	<b>\$0</b>

Artwork			
<b>Artwork Subtotal</b>	<b>\$0</b>	<b>Artwork Subtotal Escalated</b>	<b>\$0</b>

Agency Project Administration			
Agency Project Administration Subtotal	\$289,454		
DES Additional Services Subtotal	\$0		
Other Project Admin Costs	\$13,000		
<b>Project Administration Subtotal</b>	<b>\$302,454</b>	<b>Project Administration Subtotal Escalated</b>	<b>\$364,790</b>

Other Costs			
<b>Other Costs Subtotal</b>	<b>\$0</b>	<b>Other Costs Subtotal Escalated</b>	<b>\$0</b>

Project Cost Estimate			
Total Project	<b>\$7,723,416</b>	Total Project Escalated	<b>\$9,113,890</b>
		Rounded Escalated Total	<b>\$9,114,000</b>

## Funding Summary

	Project Cost (Escalated)	Funded in Prior Biennia	New Approp Request 2023-2025	2025-2027	Out Years
<b>Acquisition</b>					
Acquisition Subtotal	\$0				\$0
<b>Consultant Services</b>					
Consultant Services Subtotal	\$716,658	\$384,116	\$0	\$332,542	\$0
<b>Construction</b>					
Construction Subtotal	\$8,032,442			\$8,032,442	\$0
<b>Equipment</b>					
Equipment Subtotal	\$0				\$0
<b>Artwork</b>					
Artwork Subtotal	\$0				\$0
<b>Agency Project Administration</b>					
Project Administration Subtotal	\$364,790	\$18,229		\$346,561	\$0
<b>Other Costs</b>					
Other Costs Subtotal	\$0				\$0

<b>Project Cost Estimate</b>					
Total Project	\$9,113,890	\$402,345	\$0	\$8,711,545	\$0
	\$9,114,000	\$402,000	\$0	\$8,712,000	\$0
Percentage requested as a new appropriation			0%		

**What is planned for the requested new appropriation? (Ex. Acquisition and design, phase 1 construction, etc.)**

This request will construct the campground renovation and improvements

*Insert Row Here*

**What has been completed or is underway with a previous appropriation?**

Predesign is in progress and will be followed by design - already appropriated in T59 and A09

*Insert Row Here*

**What is planned with a future appropriation?**

*Insert Row Here*

## Cost Estimate Details

Acquisition Costs					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
Purchase/Lease					
Appraisal and Closing					
Right of Way					
Demolition					
Pre-Site Development					
Other					
Insert Row Here					
<b>ACQUISITION TOTAL</b>	<b>\$0</b>		<b>NA</b>	<b>\$0</b>	

Green cells must be filled in by user

## Cost Estimate Details

Consultant Services					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
<b>1) Pre-Schematic Design Services</b>					
Programming/Site Analysis	\$200,000				
Environmental Analysis					
Predesign Study					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$200,000</b>		<b>1.0282</b>	<b>\$205,640</b>	Escalated to Design Start
<b>2) Construction Documents</b>					
<b>A/E Basic Design Services</b>	\$441,212				69% of A/E Basic Services
Other	-\$312,500				
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$128,712</b>		<b>1.0786</b>	<b>\$138,829</b>	Escalated to Mid-Design
<b>3) Extra Services</b>					
Civil Design (Above Basic Svcs)					
Geotechnical Investigation					
Commissioning					
Site Survey	\$28,000				
Testing	\$15,000				
LEED Services					
Voice/Data Consultant					
Value Engineering					
Constructability Review					
Environmental Mitigation (EIS)					
Landscape Consultant					
Reimbursables	\$5,000				Travel/Per Diem
Site Representative	\$10,000				Project Representative
<b>Sub TOTAL</b>	<b>\$58,000</b>		<b>1.0786</b>	<b>\$62,559</b>	Escalated to Mid-Design
<b>4) Other Services</b>					
<b>Bid/Construction/Closeout</b>	\$198,226				31% of A/E Basic Services
HVAC Balancing					
Staffing					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$198,226</b>		<b>1.2061</b>	<b>\$239,080</b>	Escalated to Mid-Const.
<b>5) Design Services Contingency</b>					
Design Services Contingency	\$58,494				
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$58,494</b>		<b>1.2061</b>	<b>\$70,550</b>	Escalated to Mid-Const.
<b>CONSULTANT SERVICES TOTAL</b>		<b>\$643,431</b>		<b>\$716,658</b>	

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## Cost Estimate Details

Construction Contracts					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
<b>1) Site Work</b>					
G10 - Site Preparation	\$1,301,000				
G20 - Site Improvements	\$2,387,000				
G30 - Site Mechanical Utilities					
G40 - Site Electrical Utilities	\$274,280				
G60 - Other Site Construction					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$3,962,280</b>		<b>1.1729</b>	<b>\$4,647,359</b>	
<b>2) Related Project Costs</b>					
Offsite Improvements					
City Utilities Relocation					
Parking Mitigation					
Stormwater Retention/Detention					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$0</b>		<b>1.1729</b>	<b>\$0</b>	
<b>3) Facility Construction</b>					
A10 - Foundations					
A20 - Basement Construction					
B10 - Superstructure					
B20 - Exterior Closure					
B30 - Roofing					
C10 - Interior Construction					
C20 - Stairs					
C30 - Interior Finishes					
D10 - Conveying					
D20 - Plumbing Systems					
D30 - HVAC Systems					
D40 - Fire Protection Systems					
D50 - Electrical Systems					
F10 - Special Construction					
F20 - Selective Demolition					
General Conditions					
Comfort Station w/ Showers & Utilities Connections	\$1,518,000				
Play Area	\$230,000				
<b>Sub TOTAL</b>	<b>\$1,748,000</b>		<b>1.2061</b>	<b>\$2,108,263</b>	
<b>4) Maximum Allowable Construction Cost</b>					
<b>MACC Sub TOTAL</b>	<b>\$5,710,280</b>			<b>\$6,755,623</b>	
	<i>NA</i>			<i>NA per 0</i>	



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**7) Owner Construction Contingency**

Allowance for Change Orders	\$571,028		
Other			
Insert Row Here			
<b>Sub TOTAL</b>	<b>\$571,028</b>	<b>1.2061</b>	<b>\$688,717</b>

**8) Non-Taxable Items**

Other			
Insert Row Here			
<b>Sub TOTAL</b>	<b>\$0</b>	<b>1.2061</b>	<b>\$0</b>

**9) Sales Tax**

<b>Sub TOTAL</b>	<b>\$496,223</b>		<b>\$588,103</b>
<b>CONSTRUCTION CONTRACTS TOTAL</b>	<b>\$6,777,531</b>		<b>\$8,032,442</b>

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## Cost Estimate Details

Equipment					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
<b>1) Equipment</b>					
E10 - Equipment					
E20 - Furnishings					
F10 - Special Construction					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$0</b>		<b>1.2061</b>	<b>\$0</b>	
<b>2) Non Taxable Items</b>					
Other					
Insert Row Here					
<b>Sub TOTAL</b>	<b>\$0</b>		<b>1.2061</b>	<b>\$0</b>	
<b>3) Sales Tax</b>					
<b>Sub TOTAL</b>	<b>\$0</b>			<b>\$0</b>	
<b>EQUIPMENT TOTAL</b>					
<b>EQUIPMENT TOTAL</b>	<b>\$0</b>			<b>\$0</b>	

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## Cost Estimate Details

Artwork					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
<b>1) Artwork</b>					
Project Artwork	\$0				0.5% of total project cost for new construction 0.5% of total project cost for new and renewal construction
Higher Ed Artwork	\$0				
Other					
Insert Row Here					
<b>ARTWORK TOTAL</b>	<b>\$0</b>		<b>NA</b>	<b>\$0</b>	

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## Cost Estimate Details

Project Management					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
<b>1) Agency Project Management</b>					
Agency Project Management	\$289,454				
Additional Services					
Permits	\$13,000				
Insert Row Here					
<i>Subtotal of Other</i>	<i>\$13,000</i>				
<b>PROJECT MANAGEMENT TOTAL</b>	<b>\$302,454</b>		<b>1.2061</b>	<b>\$364,790</b>	

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## Cost Estimate Details

Other Costs					
Item	Base Amount		Escalation Factor	Escalated Cost	Notes
Mitigation Costs					
Hazardous Material Remediation/Removal					
Historic and Archeological Mitigation					
Other					
Insert Row Here					
<b>OTHER COSTS TOTAL</b>	<b>\$0</b>		<b>1.1729</b>	<b>\$0</b>	

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**C-100(2022)**  
**Additional Notes**

**Tab A. Acquisition**

<i>Insert Row Here</i>

**Tab B. Consultant Services**

<i>Insert Row Here</i>

**Tab C. Construction Contracts**

<i>Insert Row Here</i>

**Tab D. Equipment**

<i>Insert Row Here</i>

**Tab E. Artwork**

<i>Insert Row Here</i>

**Tab F. Project Management**

<i>Insert Row Here</i>

**Tab G. Other Costs**

<i>Insert Row Here</i>

# **Appendix 3**

## **Campground Renovation benefit cost analysis**

# Appendix 3: Campground Renovation Benefit Cost Analysis

Camping Assumption for Sun Lakes using standard and utility occupancy and revenue averages for Loop E compared to other loops for FY 18

Fiscal Year	Sun Lakes Utility - Number of Sites for Loops A to D	Old Sun Lakes Utility - Revenue for Loops A to D	New Sun Lakes Utility - Revenue for Loops A to D	Total Sun Lakes Utility Revenue for Loops A to D	Sun Lakes Utility Standard - Number of Sites for Loops A to D	Old Sun Lakes Standard - Revenue for Loops A to D	New Sun Lakes Standard - Revenue for Loops A to D	Sun Lakes Standard - Revenue for Loops A to D	Sun Lakes Number of Standard Sites	New Sun Lakes Standard Revenue for Loops A to D	Total Sun Lakes Standard Revenue for Loops A to D	Total Revenue All Sites
2023	10	\$36,681	\$0	\$36,681	148	\$182,931	\$0	\$182,931	0	\$0	\$182,931	\$219,612
2024	5	\$18,524	\$0	\$18,524	89	\$110,856	\$0	\$110,856	0	\$0	\$110,856	\$129,380
2025	0	\$0	\$15,718	\$15,718	0	\$0	\$19,265	\$19,265	6.3	\$19,265	\$19,265	\$34,983
2026	0	\$0	\$190,498	\$190,498	0	\$0	\$64,860	\$64,860	21	\$64,860	\$64,860	\$255,358
2027	0	\$0	\$192,403	\$192,403	0	\$0	\$65,509	\$65,509	21	\$65,509	\$65,509	\$257,912
2028	0	\$0	\$194,327	\$194,327	0	\$0	\$66,164	\$66,164	21	\$66,164	\$66,164	\$260,491
2029	0	\$0	\$196,270	\$196,270	0	\$0	\$66,825	\$66,825	21	\$66,825	\$66,825	\$263,096
2030	0	\$0	\$198,233	\$198,233	0	\$0	\$67,494	\$67,494	21	\$67,494	\$67,494	\$265,727

Assumed Annual Growth Factor 1%

Assumes that after improvements Sun Lakes sites in loops A to D will perform similarly to Sun Lakes sites in loop E. Loops A to D will go offline from October 2023 through December 2024. (Loop E will not be affected but is used here as a comparator.) Because site revenue is not evenly distributed across the fiscal year but is highest in the first quarter, each utility site coming online in January is counted as 40% of a site and each standard site is 30%. Each utility site going offline in October is counted as 50% of a site and each standard site is 60%. Revenue for campsites underrepresents of total revenue because it includes only camping permit fees and not transaction or other fees such as additional vehicle or pet fees associated with these bookings

Sun Lakes Loop E FY 2018	Number of Sites	Sum of Revenue	Per Site Revenue	Sun Lakes Loop E FY 2018	Number of Sites	Sum of Revenue	Per Site Revenue
Utility Sites With Assumed Growth Factor	31	\$113,616	\$3,665	Standard Sites With Assumed Growth Factor	2	\$5,705	\$2,852
		2023	\$3,852			2023	\$2,998
		2024	\$3,891			2024	\$3,028
		2025	\$3,929			2025	\$3,058
		2026	\$3,969			2026	\$3,089
		2027	\$4,008			2027	\$3,119
		2028	\$4,048			2028	\$3,151
		2029	\$4,089			2029	\$3,182
		2030	\$4,130			2030	\$3,214

Sun Lakes Loops A to D	FY 2019 Revenue	FY 2019 Number of Sites	Per Site Revenue	Sun Lakes Loop A to D	FY 2019 Revenue	FY 2019 Number of Sites	Per Site Revenue
FY 2018 Utility Sites - Loop B With assumed growth factor	\$35,250	10	\$3,525	FY 2018 Standard Site With assumed growth factor	\$175,793	148	\$1,188
		2023	\$3,668			2023	\$1,236
		2024	\$3,705			2024	\$1,248
		2025	\$3,742			2025	\$1,261
		2026	\$3,779			2026	\$1,273
		2027	\$3,817			2027	\$1,286
		2028	\$3,855			2028	\$1,299
		2029	\$3,894			2029	\$1,312
		2030	\$3,933			2030	\$1,325



Park	Site Category	Loop	Site	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	CY Total
Sun Lakes	Campsite	A	1	0	0	0	0	3	2	10	11	0	0	0	0	26
Sun Lakes	Campsite	A	2	0	0	0	8	4	5	20	14	4	0	0	0	55
Sun Lakes	Campsite	A	3	0	0	0	5	6	3	12	14	1	0	0	0	41
Sun Lakes	Campsite	A	4	0	0	0	0	4	2	12	8	1	0	0	1	28
Sun Lakes	Campsite	A	5	0	0	0	0	5	6	13	9	1	0	0	0	34
Sun Lakes	Campsite	A	6	0	0	0	1	8	8	13	18	5	0	0	0	53
Sun Lakes	Campsite	A	7	0	0	0	3	4	11	18	17	4	2	0	0	59
Sun Lakes	Campsite	A	8	0	0	0	6	6	8	22	13	10	1	0	0	66
Sun Lakes	Campsite	A	9	1	0	2	11	8	15	21	18	8	2	1	0	87
Sun Lakes	Campsite	A	10	1	0	0	13	8	15	27	21	7	1	0	0	93
Sun Lakes	Campsite	A	11	0	0	0	1	4	7	10	22	1	0	0	0	45
Sun Lakes	Campsite	A	12	0	0	0	7	16	15	26	12	14	0	0	0	90
Sun Lakes	Campsite	A	13	0	0	1	2	12	13	16	17	5	0	0	0	66
Sun Lakes	Campsite	A	14	0	0	0	3	5	10	18	17	10	6	3	1	73
Sun Lakes	Campsite	A	15	0	0	1	4	5	16	22	18	4	2	1	0	73
Sun Lakes	Campsite	A	16	0	0	0	19	15	24	29	21	18	6	2	0	134
Sun Lakes	Campsite	A	17	0	0	1	8	14	12	21	21	12	2	0	0	91
Sun Lakes	Campsite	A	18	0	0	2	5	7	11	24	24	4	2	0	0	79
Sun Lakes	Campsite	A	19	0	0	1	5	14	12	17	16	2	0	2	0	69
Sun Lakes	Campsite	A	20	0	0	6	6	9	11	19	12	7	2	0	0	72
Sun Lakes	Campsite	A	21	0	0	2	2	12	11	16	14	5	0	0	0	62
Sun Lakes	Campsite	A	22	0	0	0	3	8	12	15	15	3	1	0	0	57
Sun Lakes	Campsite	A	23	0	0	0	2	3	7	12	11	1	2	0	0	38
Sun Lakes	Campsite	A	24	0	0	0	2	3	6	12	16	3	1	0	0	43
Sun Lakes	Campsite	A	25	0	0	0	2	3	7	15	11	2	0	1	0	41
Sun Lakes	Campsite	B	26	0	0	1	16	14	11	20	20	8	5	0	0	95
Sun Lakes	Campsite	B	27	0	0	0	4	8	17	16	15	8	0	0	0	68
Sun Lakes	Campsite	B	28	0	0	2	7	7	14	19	14	3	2	0	0	68
Sun Lakes	Campsite	B	29	0	0	3	16	17	17	25	19	18	3	0	0	118
Sun Lakes	Campsite	B	30	0	0	1	17	10	14	15	17	10	2	0	0	86
Sun Lakes	Campsite	B	31	0	0	0	5	6	12	18	18	8	0	0	0	67
Sun Lakes	Campsite	B	32	0	0	1	2	14	8	16	18	7	1	0	0	67
Sun Lakes	Campsite	B	33	0	0	0	3	11	13	15	14	5	4	0	0	65
Sun Lakes	Campsite	B	34	0	0	0	9	7	10	14	15	1	0	0	0	56
Sun Lakes	Campsite	B	35	0	0	0	7	9	15	20	23	3	0	0	0	77
Sun Lakes	Campsite	B	36	0	23	0	7	22	26	27	26	14	3	0	0	148
Sun Lakes	Campsite	B	37	0	0	1	5	21	16	25	30	9	2	0	0	109
Sun Lakes	Campsite	B	38	0	0	0	6	14	13	15	20	6	4	0	0	78
Sun Lakes	Campsite	B	39	0	2	4	7	7	4	4	0	4	0	2	0	34
Sun Lakes	Campsite	B	40	2	1	2	11	18	20	30	27	10	3	2	0	126
Sun Lakes	Campsite	B	41	0	0	3	6	24	21	29	22	11	2	3	0	121
Sun Lakes	Campsite	B	42	1	1	4	17	13	18	29	28	8	5	0	0	124
Sun Lakes	Campsite	B	43	0	0	3	3	12	15	24	25	6	0	0	0	88
Sun Lakes	Campsite	B	44	0	0	0	6	19	11	25	24	7	0	0	0	92
Sun Lakes	Campsite	B	45	1	0	1	7	16	24	29	27	15	14	1	0	135
Sun Lakes	Campsite	B	46	0	0	0	1	3	6	16	14	4	0	0	0	44
Sun Lakes	Campsite	B	47	0	0	0	0	2	2	10	14	2	0	0	0	30
Sun Lakes	Campsite	B	48	0	0	0	2	3	2	13	14	2	0	0	0	36
Sun Lakes	Campsite	B	49	0	0	0	2	4	5	13	15	1	0	0	0	40
Sun Lakes	Campsite	B	50	0	0	0	2	6	4	10	13	2	0	0	0	37
Sun Lakes	Campsite	B	51	0	0	0	3	5	3	20	15	0	0	0	0	46
Sun Lakes	Campsite	B	52	0	0	0	6	5	9	9	14	3	0	0	0	46
Sun Lakes	Campsite	C	53	0	0	0	2	5	3	8	12	1	0	0	0	31
Sun Lakes	Campsite	C	54	0	0	0	2	3	6	11	9	1	0	0	0	32
Sun Lakes	Campsite	C	55	0	0	0	0	3	6	12	12	1	1	0	0	35
Sun Lakes	Campsite	E	56	0	0	4	7	21	9	22	16	6	3	0	0	88
Sun Lakes	Campsite	E	57	2	0	4	4	13	15	22	21	11	0	0	0	92
Sun Lakes	Campsite	E	58	0	0	0	3	18	28	22	22	13	3	0	0	109
Sun Lakes	Campsite	E	59	0	0	2	8	22	17	23	16	19	0	1	0	108
Sun Lakes	Campsite	E	60	0	0	2	18	27	24	25	27	26	6	3	0	158
Sun Lakes	Campsite	E	61	0	0	2	13	23	21	25	28	21	11	0	0	144
Sun Lakes	Campsite	E	62	0	0	4	17	22	27	23	25	21	7	3	0	149
Sun Lakes	Campsite	E	63	0	0	1	10	23	18	21	28	14	10	0	0	125
Sun Lakes	Campsite	E	64	0	0	1	11	23	25	29	27	17	7	0	1	141
Sun Lakes	Campsite	E	65	0	0	2	12	24	26	21	26	12	2	0	0	125
Sun Lakes	Campsite	E	66	0	0	0	11	20	19	26	29	21	2	0	0	128
Sun Lakes	Campsite	E	67	0	0	0	22	28	28	28	26	21	14	0	0	167
Sun Lakes	Campsite	E	68	0	0	6	15	26	18	24	26	16	7	2	0	140
Sun Lakes	Campsite	E	69	0	0	0	10	24	21	20	20	14	5	2	4	120
Sun Lakes	Campsite	E	70	0	0	0	7	17	11	26	22	4	0	0	0	87
Sun Lakes	Campsite	E	71	0	0	0	6	21	22	19	20	6	0	0	0	94
Sun Lakes	Campsite	E	72	0	0	0	6	18	28	28	25	17	3	0	0	125
Sun Lakes	Campsite	E	73	0	0	2	12	20	18	24	21	12	13	3	0	125
Sun Lakes	Campsite	E	74	0	0	0	5	12	20	17	19	3	1	0	0	77
Sun Lakes	Campsite	E	75	0	0	1	14	17	17	26	26	20	17	2	0	140
Sun Lakes	Campsite	E	76	0	0	1	14	19	14	24	18	17	1	1	15	124
Sun Lakes	Campsite	E	77	0	0	0	19	25	21	26	22	3	0	0	0	116
Sun Lakes	Campsite	E	78	0	0	1	8	23	22	30	26	13	0	0	0	123
Sun Lakes	Campsite	E	79	0	0	1	14	30	18	30	22	8	1	0	0	124
Sun Lakes	Campsite	E	80	0	0	0	7	16	19	25	15	11	0	0	0	93
Sun Lakes	Campsite	E	81	0	0	0	15	28	17	28	20	5	0	0	0	113
Sun Lakes	Campsite	E	82	0	0	1	12	27	25	28	27	12	8	0	0	140
Sun Lakes	Campsite	E	83	0	0	0	12	25	24	21	18	21	9	0	0	130

Sun Lakes	Campsite	E	84	0	0	0	16	30	24	28	25	17	7	1	0	148
Sun Lakes	Campsite	E	85	0	0	0	7	16	18	24	26	16	9	0	0	116
Sun Lakes	Campsite	E	86	0	0	0	13	31	24	22	20	16	5	0	0	131
Sun Lakes	Campsite	E	87	0	0	2	14	23	18	25	19	17	15	0	17	150
Sun Lakes	Campsite	E	88	0	0	1	13	25	18	28	22	21	2	0	0	130
Sun Lakes	Campsite	C	89	0	0	0	0	3	9	13	12	6	0	0	0	43
Sun Lakes	Campsite	C	90	0	0	0	1	2	11	13	11	6	0	0	0	44
Sun Lakes	Campsite	C	91	0	0	1	3	4	11	12	17	1	0	0	0	49
Sun Lakes	Campsite	C	92	0	0	0	7	7	3	9	14	1	1	0	0	42
Sun Lakes	Campsite	C	93	1	0	0	0	4	5	12	14	1	0	0	0	37
Sun Lakes	Campsite	C	94	0	0	0	2	7	6	12	14	6	0	0	0	47
Sun Lakes	Campsite	C	95	0	0	0	0	2	4	14	20	4	0	0	0	44
Sun Lakes	Campsite	C	96	0	0	0	4	5	3	11	8	0	0	0	0	31
Sun Lakes	Campsite	C	97	0	0	0	4	3	1	13	11	1	0	0	0	33
Sun Lakes	Campsite	C	98	0	0	0	3	4	5	13	9	5	0	0	0	39
Sun Lakes	Campsite	C	99	0	0	0	2	5	8	18	12	2	2	0	0	49
Sun Lakes	Campsite	C	100	0	0	1	4	13	11	26	21	15	4	0	0	95
Sun Lakes	Campsite	C	101	0	0	0	0	4	15	15	18	1	1	0	0	54
Sun Lakes	Campsite	C	102	0	0	0	0	9	5	16	11	1	0	0	0	42
Sun Lakes	Campsite	C	103	0	0	0	4	5	3	11	13	2	0	0	0	38
Sun Lakes	Campsite	C	104	0	0	0	0	5	5	13	9	2	0	2	0	36
Sun Lakes	Campsite	C	105	0	0	0	0	3	5	20	13	2	0	0	0	43
Sun Lakes	Campsite	C	106	0	0	0	3	3	5	14	12	1	0	0	0	38
Sun Lakes	Campsite	C	107	0	0	0	3	2	6	16	12	1	0	0	0	40
Sun Lakes	Campsite	C	108	0	0	0	3	4	8	11	11	2	0	0	0	39
Sun Lakes	Campsite	C	109	0	0	0	3	5	10	12	13	1	0	1	0	45
Sun Lakes	Campsite	C	110	0	0	0	3	7	6	13	17	2	0	0	0	48
Sun Lakes	Campsite	C	111	0	0	0	2	5	4	12	14	3	0	0	0	40
Sun Lakes	Campsite	C	112	0	0	0	4	3	9	13	14	6	0	0	0	49
Sun Lakes	Campsite	C	113	0	0	1	0	3	3	12	16	1	0	0	0	36
Sun Lakes	Campsite	C	114	0	0	1	0	1	5	15	14	1	0	0	0	37
Sun Lakes	Campsite	C	115	0	0	0	0	4	4	12	17	5	2	0	0	44
Sun Lakes	Campsite	C	116	0	0	0	0	3	7	20	13	3	0	0	0	46
Sun Lakes	Campsite	C	117	0	0	0	0	7	4	10	11	3	0	0	0	35
Sun Lakes	Campsite	C	118	0	0	0	0	4	4	8	9	1	1	0	0	27
Sun Lakes	Campsite	C	119	0	0	0	0	3	2	12	12	4	0	0	0	33
Sun Lakes	Campsite	C	120	0	0	0	1	5	2	11	13	1	0	0	0	33
Sun Lakes	Campsite	C	121	0	0	0	2	3	5	14	9	2	0	0	0	35
Sun Lakes	Campsite	C	122	0	0	0	2	4	10	13	17	2	0	0	0	48
Sun Lakes	Campsite	C	123	0	0	0	3	9	15	15	16	4	1	0	0	63
Sun Lakes	Campsite	C	124	0	0	0	2	4	7	11	14	3	0	0	0	41
Sun Lakes	Campsite	C	125	0	0	0	0	3	3	14	12	1	0	0	0	33
Sun Lakes	Campsite	C	126	0	0	0	0	8	7	15	12	3	0	0	0	45
Sun Lakes	Campsite	C	127	0	0	0	0	3	5	13	9	1	0	0	0	31
Sun Lakes	Campsite	C	128	0	0	0	0	7	4	11	8	1	0	0	0	31
Sun Lakes	Campsite	C	129	0	0	0	2	4	5	15	16	1	0	0	0	43
Sun Lakes	Campsite	C	130	0	0	0	4	2	10	12	10	1	0	0	0	39
Sun Lakes	Campsite	C	131	1	0	0	1	9	8	10	12	2	0	0	0	43
Sun Lakes	Campsite	C	132	0	0	0	0	4	5	13	17	2	1	0	0	42
Sun Lakes	Campsite	C	133	0	0	0	0	5	5	12	11	3	0	0	0	36
Sun Lakes	Campsite	D	134	0	0	0	0	5	3	10	10	2	0	0	0	30
Sun Lakes	Campsite	D	135	0	0	0	4	3	2	16	8	3	0	0	0	36
Sun Lakes	Campsite	D	136	0	0	0	0	4	7	11	10	1	0	0	0	33
Sun Lakes	Campsite	D	137	0	0	0	3	4	5	13	11	1	1	0	0	38
Sun Lakes	Campsite	D	138	0	0	0	3	3	4	15	9	2	1	0	0	37
Sun Lakes	Campsite	D	139	0	0	0	3	3	6	9	8	1	0	0	0	30
Sun Lakes	Campsite	D	140	0	0	0	2	5	5	16	11	1	0	0	0	40
Sun Lakes	Campsite	D	141	0	0	0	2	3	2	9	10	1	0	0	0	27
Sun Lakes	Campsite	D	142	0	0	0	0	2	5	9	14	1	0	0	0	31
Sun Lakes	Campsite	D	143	0	0	0	0	2	5	10	14	1	0	0	0	32
Sun Lakes	Campsite	D	144	0	0	0	0	4	7	17	18	5	0	0	0	51
Sun Lakes	Campsite	D	145	0	0	0	2	5	7	19	16	1	0	0	0	50
Sun Lakes	Campsite	D	146	0	0	0	0	6	4	14	13	0	0	0	0	37
Sun Lakes	Campsite	D	147	0	0	0	1	7	8	12	13	6	3	0	0	50
Sun Lakes	Campsite	D	148	0	0	0	0	4	4	13	9	2	1	0	0	33
Sun Lakes	Campsite	D	149	0	0	0	0	2	4	13	11	1	0	0	0	31
Sun Lakes	Campsite	D	150	0	0	0	2	6	9	22	13	1	0	0	0	53
Sun Lakes	Campsite	D	151	0	0	0	0	3	6	11	10	1	0	0	0	31
Sun Lakes	Campsite	D	152	0	0	0	2	10	5	12	11	2	0	0	0	42
Sun Lakes	Campsite	D	153	0	0	0	3	3	4	12	10	1	0	0	0	33
Sun Lakes	Campsite	D	154	0	0	0	0	3	2	11	8	0	1	0	0	25
Sun Lakes	Campsite	D	155	0	0	0	0	4	3	10	11	2	0	0	0	30
Sun Lakes	Campsite	D	156	0	0	0	0	2	11	15	13	1	0	0	0	42
Sun Lakes	Campsite	D	157	0	0	0	0	4	4	10	11	3	0	0	0	32
Sun Lakes	Campsite	D	158	0	0	0	0	2	5	11	10	1	0	0	0	29
Sun Lakes	Campsite	D	159	0	0	0	0	2	5	12	10	0	0	0	0	29
Sun Lakes	Campsite	D	160	0	0	0	1	4	4	8	10	1	0	0	0	28
Sun Lakes	Campsite	D	161	0	0	0	2	2	6	17	14	1	0	0	0	42
Sun Lakes	Campsite	D	162	0	0	0	1	3	6	14	16	3	0	0	0	43
Sun Lakes	Campsite	D	163	0	0	0	0	7	7	17	15	1	0	0	0	47
Sun Lakes	Campsite	D	164	0	0	0	1	3	4	13	11	1	0	1	0	34
Sun Lakes	Campsite	D	165	0	0	0	0	3	9	10	21	5	0	0	0	48
Sun Lakes	Campsite	D	166	0	0	0	0	4	3	13	9	2	0	0	0	31
Sun Lakes	Campsite	D	167	0	0	0	0	4	3	13	10	1	0	0	0	31

Sun Lakes	Campsite	D	168	0	0	0	1	4	5	12	15	2	0	0	0	39
Sun Lakes	Campsite	D	169	0	0	0	0	4	5	12	10	1	0	0	0	32
Sun Lakes	Campsite	D	170	0	0	0	2	2	8	10	10	0	0	0	0	32
Sun Lakes	Campsite	D	171	0	0	0	3	2	5	10	11	1	0	0	0	32
Sun Lakes	Campsite	D	172	0	0	0	3	4	6	10	13	3	1	0	0	40
Sun Lakes	Campsite	D	173	0	0	0	2	7	8	12	10	3	1	0	0	43
Sun Lakes	Campsite	D	174	0	0	0	2	5	7	12	13	3	0	0	0	42
Sun Lakes	Campsite	D	175	0	0	0	0	6	12	14	20	1	0	0	0	53
Sun Lakes	Campsite	D	176	0	0	0	0	5	12	19	14	3	0	0	0	53
Sun Lakes	Campsite	D	177	0	0	0	3	4	6	15	17	1	0	0	0	46
Sun Lakes	Campsite	D	178	0	0	0	0	6	10	21	17	2	0	0	0	56
Sun Lakes	Campsite	D	179	0	0	0	0	11	12	13	16	4	0	0	0	56
Sun Lakes	Campsite	D	180	0	0	0	0	5	6	16	20	1	0	0	0	48
Sun Lakes	Campsite	D	181	0	0	0	2	3	3	10	13	3	0	0	0	34
Sun Lakes	Campsite	D	182	0	0	0	2	4	4	9	16	0	0	0	0	35
Sun Lakes	Campsite	D	183	0	0	0	5	5	8	9	13	3	0	0	0	43
Sun Lakes	Campsite	D	184	0	0	0	2	3	7	10	16	2	0	0	0	40
Sun Lakes	Campsite	D	185	0	0	0	6	8	9	13	14	1	0	0	0	51
Sun Lakes	Campsite	D	186	0	0	0	6	8	10	15	15	4	1	0	0	59
Sun Lakes	Campsite	D	187	0	0	1	6	14	13	22	17	8	0	0	0	81
Sun Lakes	Campsite	D	188	0	0	0	2	6	11	16	14	3	0	0	0	52
Sun Lakes	Campsite	D	189	0	0	0	2	1	9	13	19	4	0	0	0	48
Sun Lakes	Campsite	D	190	0	0	0	2	4	8	20	17	1	0	0	0	52
Sun Lakes	Campsite	D	191	0	0	0	3	8	14	16	14	2	0	0	0	57
Sun Lakes	Group Camp	E	G1	0	0	0	2	6	10	17	13	3	0	0	0	51
Sun Lakes	Marina	Marina	A1	0	0	0	3	6	10	17	16	2	0	0	0	54
Sun Lakes	Marina	Marina	A2	0	0	0	2	5	3	12	12	2	0	0	0	36
Sun Lakes	Marina	Marina	A3	0	0	0	2	8	8	13	17	1	0	0	0	49
Sun Lakes	Marina	Marina	A4	0	0	0	0	12	5	10	8	2	0	0	0	37
Sun Lakes	Marina	Marina	A5	0	0	0	0	5	1	20	22	1	0	0	0	49
Sun Lakes	Marina	Marina	A6	0	0	0	0	10	0	16	12	0	0	0	0	38
Sun Lakes	Marina	Marina	A7	0	0	0	3	4	1	10	22	1	0	0	0	41
Sun Lakes	Marina	Marina	A8	0	0	0	0	9	5	8	17	2	0	0	0	41
Sun Lakes	Marina	Marina	A9	0	0	0	0	7	4	14	23	0	0	0	0	48
Sun Lakes	Marina	Marina	A10	0	0	0	0	7	3	10	15	1	0	0	0	36
Sun Lakes	Marina	Marina	A11	0	0	0	1	7	2	24	19	1	0	0	0	54
Sun Lakes	Marina	Marina	A12	0	0	0	0	5	9	24	16	1	0	0	0	55
Sun Lakes	Marina	Marina	A13	0	0	0	2	4	4	20	19	1	0	0	0	50
Sun Lakes	Marina	Marina	A14	0	0	0	2	7	9	19	23	1	0	0	0	61
Sun Lakes	Marina	Marina	B1	0	0	0	2	6	11	16	21	1	0	0	0	57
Sun Lakes	Marina	Marina	B2	0	0	0	4	7	8	18	9	3	0	0	0	49
Sun Lakes	Marina	Marina	B3	0	0	0	3	13	10	14	14	1	0	0	0	55
Sun Lakes	Marina	Marina	B4	0	0	0	3	13	2	9	10	1	0	0	0	38
Sun Lakes	Marina	Marina	B5	0	0	0	2	8	5	14	20	0	0	0	0	49
Sun Lakes	Marina	Marina	B6	0	0	0	4	8	1	23	16	0	0	0	0	52
Sun Lakes	Marina	Marina	B7	0	0	0	4	7	6	17	12	1	0	0	0	47
Sun Lakes	Marina	Marina	B8	0	0	0	0	10	2	16	8	1	0	0	0	37
Sun Lakes	Marina	Marina	B9	0	0	0	2	8	8	16	17	3	0	0	0	54
Sun Lakes	Marina	Marina	B10	0	0	0	0	7	2	21	11	0	0	0	0	41
Sun Lakes	Marina	Marina	B11	0	0	0	3	3	4	15	11	3	0	0	0	39
Sun Lakes	Marina	Marina	B12	0	0	0	3	8	2	21	21	0	0	0	0	55
Sun Lakes	Marina	Marina	B13	0	0	0	2	6	10	23	24	2	0	0	0	67
Sun Lakes	Marina	Marina	B14	0	0	0	2	7	6	25	20	2	0	0	0	62
Sun Lakes	Marina	Marina	C1	0	0	0	3	15	5	17	19	1	0	0	0	60
Sun Lakes	Marina	Marina	C2	0	0	0	0	5	5	14	15	3	0	0	0	42
Sun Lakes	Marina	Marina	C3	0	0	0	0	3	4	19	13	1	0	0	0	40
Sun Lakes	Marina	Marina	C4	0	0	0	0	3	3	8	16	1	0	0	0	31
Sun Lakes	Marina	Marina	C5	0	0	0	0	2	4	9	13	4	0	0	0	32
Sun Lakes	Marina	Marina	C6	0	0	0	0	3	0	6	12	0	0	0	0	21
Sun Lakes	Marina	Marina	C7	0	0	0	3	3	5	12	18	0	0	0	0	41
Sun Lakes	Marina	Marina	C8	0	0	0	0	4	0	14	9	0	0	0	0	27
Sun Lakes	Marina	Marina	C9	0	0	0	2	6	4	17	22	1	0	0	0	52
Sun Lakes	Marina	Marina	C10	0	0	0	2	4	3	8	13	1	0	0	0	31
Sun Lakes	Marina	Marina	C11	0	0	0	0	6	12	20	18	1	0	0	0	57
Sun Lakes	Marina	Marina	C12	0	0	0	3	5	9	18	15	4	0	0	0	54
Sun Lakes	Marina	Marina	C13	0	0	0	2	3	3	21	14	1	0	0	0	44
Sun Lakes	Marina	Marina	C14	0	0	0	3	10	7	22	22	9	0	0	0	73
Sun Lakes	Overflow		OF1	0	0	0	0	5	0	0	0	0	0	0	0	5
Sun Lakes	Overflow		OF2	0	0	0	0	1	0	0	0	0	0	0	0	1
Sun Lakes	Overflow		OF3	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Lakes	Overflow		OF4	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Lakes	Overflow		OF5	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Lakes	Overflow		OF6	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Lakes	Overflow		OF7	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Lakes	Overflow		OF8	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Lakes	Overflow		OF9	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Lakes	Overflow		OF10	0	0	0	0	0	0	0	0	0	0	0	0	0

Site Category Campsite

Row Labels	Count of Site	Sum of Jan-19	Sum of Feb-19	Sum of Mar-19	Sum of Apr-19	Sum of May-19	Sum of Jun-19	Sum of Jul-19	Sum of Aug-19	Sum of Sep-19	Sum of Oct-19	Sum of Nov-19	Sum of Dec-19	Sum of CY Total
A	25	2	0	16	118	186	249	440	390	132	30	10	2	1575
B	27	4	27	26	177	297	330	506	501	175	50	8	0	2101
C	48	2	0	4	76	220	293	631	621	120	14	3	0	1984
D	58	0	0	1	86	260	372	766	752	112	10	1	0	2360
E	33	2	0	38	375	737	674	810	750	471	168	18	37	4080
<b>Grand Total</b>	<b>191</b>	<b>10</b>	<b>27</b>	<b>85</b>	<b>882</b>	<b>1700</b>	<b>1918</b>	<b>3153</b>	<b>3014</b>	<b>1010</b>	<b>272</b>	<b>40</b>	<b>39</b>	<b>12100</b>
		0%	0%	1%	7%	14%	16%	26%	25%	8%	2%	0%	0%	

A, B, C, and D will close while E remains open.

Occupancy Shift between loops possible in this period.  
 Little to no occupancy shift possible between loops in this period.

Assuming occupancy shift of approximately 10 percent almost entirely within off season.

Region	Park Name	Site Number	Excluded from construction?	Closed (closed)	Available (available)	Occupied (occupied)	Occupancy (%)	Remaining Available
EA	Sun Lakes	1		0	365	26	7.12%	339
EA	Sun Lakes	2		0	365	55	15.07%	310
EA	Sun Lakes	3		0	365	41	11.23%	324
EA	Sun Lakes	4		0	365	28	7.67%	337
EA	Sun Lakes	5		0	365	34	9.32%	331
EA	Sun Lakes	6		1	364	53	14.56%	311
EA	Sun Lakes	7		0	365	59	16.16%	306
EA	Sun Lakes	8		0	365	66	18.08%	299
EA	Sun Lakes	9		0	365	87	23.84%	278
EA	Sun Lakes	10		0	365	93	25.48%	272
EA	Sun Lakes	11		0	365	45	12.33%	320
EA	Sun Lakes	12		0	365	90	24.66%	275
EA	Sun Lakes	13		0	365	66	18.08%	299
EA	Sun Lakes	14		0	365	73	20.00%	292
EA	Sun Lakes	15		0	365	73	20.00%	292
EA	Sun Lakes	16		0	365	134	36.71%	231
EA	Sun Lakes	17		0	365	91	24.93%	274
EA	Sun Lakes	18		0	365	79	21.64%	286
EA	Sun Lakes	19		0	365	69	18.90%	296
EA	Sun Lakes	20		0	365	72	19.73%	293
EA	Sun Lakes	21		1	364	62	17.03%	302
EA	Sun Lakes	22		0	365	57	15.62%	308
EA	Sun Lakes	23		0	365	38	10.41%	327
EA	Sun Lakes	24		0	365	43	11.78%	322
EA	Sun Lakes	25		0	365	41	11.23%	324
EA	Sun Lakes	26		0	365	95	26.03%	270
EA	Sun Lakes	27		1	364	68	18.68%	296
EA	Sun Lakes	28		0	365	68	18.63%	297
EA	Sun Lakes	29		0	365	118	32.33%	247
EA	Sun Lakes	30		0	365	86	23.56%	279
EA	Sun Lakes	31		0	365	67	18.36%	298
EA	Sun Lakes	32		0	365	67	18.36%	298
EA	Sun Lakes	33		0	365	65	17.81%	300
EA	Sun Lakes	34		0	365	56	15.34%	309
EA	Sun Lakes	35		0	365	77	21.10%	288
EA	Sun Lakes	36		0	365	148	40.55%	217
EA	Sun Lakes	37		0	365	109	29.86%	256
EA	Sun Lakes	38		0	365	78	21.37%	287
EA	Sun Lakes	39		134	231	34	14.72%	197
EA	Sun Lakes	40		0	365	126	34.52%	239
EA	Sun Lakes	41		0	365	121	33.15%	244
EA	Sun Lakes	42		0	365	124	33.97%	241
EA	Sun Lakes	43		0	365	88	24.11%	277
EA	Sun Lakes	44		0	365	92	25.21%	273
EA	Sun Lakes	45		0	365	135	36.99%	230
EA	Sun Lakes	46		0	365	44	12.05%	321
EA	Sun Lakes	47		0	365	30	8.22%	335
EA	Sun Lakes	48		0	365	36	9.86%	329
EA	Sun Lakes	49		0	365	40	10.96%	325
EA	Sun Lakes	50		0	365	37	10.14%	328
EA	Sun Lakes	51		0	365	46	12.60%	319
EA	Sun Lakes	52		0	365	46	12.60%	319
EA	Sun Lakes	53		0	365	31	8.49%	334
EA	Sun Lakes	54		0	365	32	8.77%	333
EA	Sun Lakes	55		0	365	35	9.59%	330
EA	Sun Lakes	56	Y	140	225	88	39.11%	137
EA	Sun Lakes	57	Y	138	227	92	40.53%	135

EA	Sun Lakes	58 Y	144	221	109	49.32%	112
EA	Sun Lakes	59 Y	143	222	108	48.65%	114
EA	Sun Lakes	60 Y	139	226	158	69.91%	68
EA	Sun Lakes	61 Y	142	223	144	64.57%	79
EA	Sun Lakes	62 Y	137	228	149	65.35%	79
EA	Sun Lakes	63 Y	143	222	125	56.31%	97
EA	Sun Lakes	64 Y	142	223	141	63.23%	82
EA	Sun Lakes	65 Y	142	223	125	56.05%	98
EA	Sun Lakes	66 Y	147	218	128	58.72%	90
EA	Sun Lakes	67 Y	144	221	167	75.57%	54
EA	Sun Lakes	68 Y	136	229	140	61.14%	89
EA	Sun Lakes	69 Y	138	227	120	52.86%	107
EA	Sun Lakes	70 Y	144	221	87	39.37%	134
EA	Sun Lakes	71 Y	145	220	94	42.73%	126
EA	Sun Lakes	72 Y	144	221	125	56.56%	96
EA	Sun Lakes	73 Y	140	225	125	55.56%	100
EA	Sun Lakes	74 Y	144	221	77	34.84%	144
EA	Sun Lakes	75 Y	141	224	140	62.50%	84
EA	Sun Lakes	76 Y	127	238	124	52.10%	114
EA	Sun Lakes	77 Y	144	221	116	52.49%	105
EA	Sun Lakes	78 Y	143	222	123	55.41%	99
EA	Sun Lakes	79 Y	143	222	124	55.86%	98
EA	Sun Lakes	80 Y	144	221	93	42.08%	128
EA	Sun Lakes	81 Y	144	221	113	51.13%	108
EA	Sun Lakes	82 Y	143	222	140	63.06%	82
EA	Sun Lakes	83 Y	144	221	130	58.82%	91
EA	Sun Lakes	84 Y	143	222	148	66.67%	74
EA	Sun Lakes	85 Y	144	221	116	52.49%	105
EA	Sun Lakes	86 Y	144	221	131	59.28%	90
EA	Sun Lakes	87 Y	127	238	150	63.03%	88
EA	Sun Lakes	88 Y	143	222	130	58.56%	92
EA	Sun Lakes	89	0	365	43	11.78%	322
EA	Sun Lakes	90	0	365	44	12.05%	321
EA	Sun Lakes	91	0	365	49	13.42%	316
EA	Sun Lakes	92	0	365	42	11.51%	323
EA	Sun Lakes	93	0	365	37	10.14%	328
EA	Sun Lakes	94	0	365	47	12.88%	318
EA	Sun Lakes	95	0	365	44	12.05%	321
EA	Sun Lakes	96	0	365	31	8.49%	334
EA	Sun Lakes	97	0	365	33	9.04%	332
EA	Sun Lakes	98	0	365	39	10.68%	326
EA	Sun Lakes	99	0	365	49	13.42%	316
EA	Sun Lakes	100	0	365	95	26.03%	270
EA	Sun Lakes	101	1	364	54	14.84%	310
EA	Sun Lakes	102	0	365	42	11.51%	323
EA	Sun Lakes	103	0	365	38	10.41%	327
EA	Sun Lakes	104	0	365	36	9.86%	329
EA	Sun Lakes	105	0	365	43	11.78%	322
EA	Sun Lakes	106	0	365	38	10.41%	327
EA	Sun Lakes	107	0	365	40	10.96%	325
EA	Sun Lakes	108	0	365	39	10.68%	326
EA	Sun Lakes	109	0	365	45	12.33%	320
EA	Sun Lakes	110	0	365	48	13.15%	317
EA	Sun Lakes	111	0	365	40	10.96%	325
EA	Sun Lakes	112	0	365	49	13.42%	316
EA	Sun Lakes	113	0	365	36	9.86%	329
EA	Sun Lakes	114	0	365	37	10.14%	328
EA	Sun Lakes	115	0	365	44	12.05%	321

EA	Sun Lakes	116	0	365	46	12.60%	319
EA	Sun Lakes	117	0	365	35	9.59%	330
EA	Sun Lakes	118	0	365	27	7.40%	338
EA	Sun Lakes	119	3	362	33	9.12%	329
EA	Sun Lakes	120	0	365	33	9.04%	332
EA	Sun Lakes	121	0	365	35	9.59%	330
EA	Sun Lakes	122	0	365	48	13.15%	317
EA	Sun Lakes	123	0	365	63	17.26%	302
EA	Sun Lakes	124	0	365	41	11.23%	324
EA	Sun Lakes	125	0	365	33	9.04%	332
EA	Sun Lakes	126	0	365	45	12.33%	320
EA	Sun Lakes	127	0	365	31	8.49%	334
EA	Sun Lakes	128	0	365	31	8.49%	334
EA	Sun Lakes	129	0	365	43	11.78%	322
EA	Sun Lakes	130	0	365	39	10.68%	326
EA	Sun Lakes	131	0	365	43	11.78%	322
EA	Sun Lakes	132	0	365	42	11.51%	323
EA	Sun Lakes	133	0	365	36	9.86%	329
EA	Sun Lakes	134	0	365	30	8.22%	335
EA	Sun Lakes	135	0	365	36	9.86%	329
EA	Sun Lakes	136	0	365	33	9.04%	332
EA	Sun Lakes	137	0	365	38	10.41%	327
EA	Sun Lakes	138	0	365	37	10.14%	328
EA	Sun Lakes	139	0	365	30	8.22%	335
EA	Sun Lakes	140	0	365	40	10.96%	325
EA	Sun Lakes	141	0	365	27	7.40%	338
EA	Sun Lakes	142	0	365	31	8.49%	334
EA	Sun Lakes	143	0	365	32	8.77%	333
EA	Sun Lakes	144	0	365	51	13.97%	314
EA	Sun Lakes	145	0	365	50	13.70%	315
EA	Sun Lakes	146	0	365	37	10.14%	328
EA	Sun Lakes	147	0	365	50	13.70%	315
EA	Sun Lakes	148	0	365	33	9.04%	332
EA	Sun Lakes	149	0	365	31	8.49%	334
EA	Sun Lakes	150	0	365	53	14.52%	312
EA	Sun Lakes	151	0	365	31	8.49%	334
EA	Sun Lakes	152	0	365	42	11.51%	323
EA	Sun Lakes	153	0	365	33	9.04%	332
EA	Sun Lakes	154	0	365	25	6.85%	340
EA	Sun Lakes	155	0	365	30	8.22%	335
EA	Sun Lakes	156	0	365	42	11.51%	323
EA	Sun Lakes	157	0	365	32	8.77%	333
EA	Sun Lakes	158	0	365	29	7.95%	336
EA	Sun Lakes	159	0	365	29	7.95%	336
EA	Sun Lakes	160	0	365	28	7.67%	337
EA	Sun Lakes	161	0	365	42	11.51%	323
EA	Sun Lakes	162	0	365	43	11.78%	322
EA	Sun Lakes	163	0	365	47	12.88%	318
EA	Sun Lakes	164	0	365	34	9.32%	331
EA	Sun Lakes	165	0	365	48	13.15%	317
EA	Sun Lakes	166	0	365	31	8.49%	334
EA	Sun Lakes	167	0	365	31	8.49%	334
EA	Sun Lakes	168	0	365	39	10.68%	326
EA	Sun Lakes	169	0	365	32	8.77%	333
EA	Sun Lakes	170	0	365	32	8.77%	333
EA	Sun Lakes	171	0	365	32	8.77%	333
EA	Sun Lakes	172	1	364	40	10.99%	324
EA	Sun Lakes	173	0	365	43	11.78%	322

EA	Sun Lakes	174		0	365	42	11.51%	323
EA	Sun Lakes	175		0	365	53	14.52%	312
EA	Sun Lakes	176		0	365	53	14.52%	312
EA	Sun Lakes	177		0	365	46	12.60%	319
EA	Sun Lakes	178		0	365	56	15.34%	309
EA	Sun Lakes	179		0	365	56	15.34%	309
EA	Sun Lakes	180		0	365	48	13.15%	317
EA	Sun Lakes	181		0	365	34	9.32%	331
EA	Sun Lakes	182		0	365	35	9.59%	330
EA	Sun Lakes	183		0	365	43	11.78%	322
EA	Sun Lakes	184		0	365	40	10.96%	325
EA	Sun Lakes	185		0	365	51	13.97%	314
EA	Sun Lakes	186		0	365	59	16.16%	306
EA	Sun Lakes	187		0	365	81	22.19%	284
EA	Sun Lakes	188		0	365	52	14.25%	313
EA	Sun Lakes	189		0	365	48	13.15%	317
EA	Sun Lakes	190		0	365	52	14.25%	313
EA	Sun Lakes	191		0	365	57	15.62%	308
EA	Sun Lakes	A1	Marina	181	184	54	29.35%	130
EA	Sun Lakes	A2	Marina	181	184	36	19.57%	148
EA	Sun Lakes	A3	Marina	181	184	49	26.63%	135
EA	Sun Lakes	A4	Marina	181	184	37	20.11%	147
EA	Sun Lakes	A5	Marina	181	184	49	26.63%	135
EA	Sun Lakes	A6	Marina	181	184	38	20.65%	146
EA	Sun Lakes	A7	Marina	181	184	41	22.28%	143
EA	Sun Lakes	A8	Marina	181	184	41	22.28%	143
EA	Sun Lakes	A9	Marina	181	184	48	26.09%	136
EA	Sun Lakes	A10	Marina	181	184	36	19.57%	148
EA	Sun Lakes	A11	Marina	181	184	54	29.35%	130
EA	Sun Lakes	A12	Marina	181	184	55	29.89%	129
EA	Sun Lakes	A13	Marina	181	184	50	27.17%	134
EA	Sun Lakes	A14	Marina	181	184	61	33.15%	123
EA	Sun Lakes	B1	Marina	181	184	57	30.98%	127
EA	Sun Lakes	B2	Marina	181	184	49	26.63%	135
EA	Sun Lakes	B3	Marina	181	184	55	29.89%	129
EA	Sun Lakes	B4	Marina	181	184	38	20.65%	146
EA	Sun Lakes	B5	Marina	181	184	49	26.63%	135
EA	Sun Lakes	B6	Marina	181	184	52	28.26%	132
EA	Sun Lakes	B7	Marina	181	184	47	25.54%	137
EA	Sun Lakes	B8	Marina	181	184	37	20.11%	147
EA	Sun Lakes	B9	Marina	181	184	54	29.35%	130
EA	Sun Lakes	B10	Marina	181	184	41	22.28%	143
EA	Sun Lakes	B11	Marina	181	184	39	21.20%	145
EA	Sun Lakes	B12	Marina	181	184	55	29.89%	129
EA	Sun Lakes	B13	Marina	181	184	67	36.41%	117
EA	Sun Lakes	B14	Marina	181	184	62	33.70%	122
EA	Sun Lakes	C1	Marina	181	184	60	32.61%	124
EA	Sun Lakes	C2	Marina	181	184	42	22.83%	142
EA	Sun Lakes	C3	Marina	181	184	40	21.74%	144
EA	Sun Lakes	C4	Marina	181	184	31	16.85%	153
EA	Sun Lakes	C5	Marina	181	184	32	17.39%	152
EA	Sun Lakes	C6	Marina	181	184	21	11.41%	163
EA	Sun Lakes	C7	Marina	181	184	41	22.28%	143
EA	Sun Lakes	C8	Marina	181	184	27	14.67%	157
EA	Sun Lakes	C9	Marina	181	184	52	28.26%	132
EA	Sun Lakes	C10	Marina	181	184	31	16.85%	153
EA	Sun Lakes	C11	Marina	181	184	57	30.98%	127
EA	Sun Lakes	C12	Marina	181	184	54	29.35%	130



EA	Sun Lakes	C13	Marina	181	184	44	23.91%	140
EA	Sun Lakes	C14	Marina	181	184	73	39.67%	111
EA	Sun Lakes	G1		181	184	51	27.72%	133
EA	Sun Lakes	OF1	Overflow	0	365	5	1.37%	360
EA	Sun Lakes	OF2	Overflow	0	365	1	0.27%	364
EA	Sun Lakes	OF3	Overflow	0	365	0	0.00%	365
EA	Sun Lakes	OF4	Overflow	0	365	0	0.00%	365
EA	Sun Lakes	OF5	Overflow	0	365	0	0.00%	365
EA	Sun Lakes	OF6	Overflow	0	365	0	0.00%	365
EA	Sun Lakes	OF7	Overflow	0	365	0	0.00%	365
EA	Sun Lakes	OF8	Overflow	0	365	0	0.00%	365
EA	Sun Lakes	OF9	Overflow	0	365	0	0.00%	365
EA	Sun Lakes	OF10	Overflow	0	365	0	0.00%	365

Row Labels	Count of Site Number	Sum of Occupied	Sum of Remaining Available
(blank)	159	8071	49641
Y	33	4080	3299
<b>Grand Total</b>	<b>192</b>	<b>12151</b>	<b>52940</b>

Occupied Nights per Site  
 51  
 124  
 144% Difference between Loop E and others

\*Marina and Overflow sites were filtered from this analysis.



# Appendix 4

## Sun Lakes Dry Falls operating cost worksheet

**Project Location (Area/Park):** Sun Lakes **Project Number (CBS):** 30000305  
**Project Title:** Dry Falls Campground Renovation **Est. Completion Date:** June-25

EMPLOYMENT CLASS	Range	2026			2027			2028			2029		
		FTE	Salary	Benefits	FTE	Salary	Benefits	FTE	Salary	Benefits	FTE	Salary	Benefits
C&M Project Lead	54-L	-	-	-	-	-	-	-	-	-	-	-	-
C&M Project Specialist	51-L	-	-	-	-	-	-	-	-	-	-	-	-
C&M Project Supervisor	56-L	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Operator 2	45-L	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Technician 3	48-L	-	-	-	-	-	-	-	-	-	-	-	-
Grounds & Nursery Services Spec 1	30-L	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance Mechanic 1	44-L	-	-	-	-	-	-	-	-	-	-	-	-
Office Assistant 3	34-L	-	-	-	-	-	-	-	-	-	-	-	-
Park Aide PT	30-B	-	-	-	-	-	-	-	-	-	-	-	-
Park Ranger 1	44-L	-	-	-	-	-	-	-	-	-	-	-	-
Park Ranger 2	49-L	-	-	-	-	-	-	-	-	-	-	-	-
Park Ranger 3	56-L	-	-	-	-	-	-	-	-	-	-	-	-
Parks Interpretive Assistant	32-L	-	-	-	-	-	-	-	-	-	-	-	-
Park Interpretive Specialist 2	45-L	-	-	-	-	-	-	-	-	-	-	-	-
Program Assistant	35-L	-	-	-	-	-	-	-	-	-	-	-	-
Program Specialist 2	42-L	-	-	-	-	-	-	-	-	-	-	-	-
Senior Park Aide	34-L	-	-	-	-	-	-	-	-	-	-	-	-
Human Resource Consultant 4	59-L	-	-	-	-	-	-	-	-	-	-	-	-
Safety Officer 2	53-L	-	-	-	-	-	-	-	-	-	-	-	-
Park Aide	30-L	-	-	-	-	-	-	-	-	-	-	-	-

**Requested FTE/total** - - - - -

Annual Summary		2026	2027	2028	2029
FTE		-	-	-	-
FTE Indirect	12%	-	-	-	-
Salary		-	-	-	-
Benefits		-	-	-	-
Indirect (on A & B)	23.5%	-	-	-	-
Travel (per FTE)	100	-	-	-	-
Goods and Services		3,000	3,000	3,000	3,000
One time Equipment		-	-	-	-
On going Equipment		-	-	-	-
<b>Annual Totals</b>		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>

Biennial Summary		2023-25	2025-27
FTE		-	-
FTE Indirect		-	-
Salary		-	-
Benefits		-	-
Travel		-	-
Goods and Services		6,000	6,000
Equipment		-	-
Indirect		-	-
<b>Biennium Total</b>		<b>6,000</b>	<b>6,000</b>

Revenue	2026	2027	2028	2029
	-	-	-	-

**Formulas:** Additional revenue is anticipated with this project and will be determined after the design phase is completed.

**Project Description:** This project will renovate the current 159 standard sites with private individual campsites that provide adequate space for RVs, tents, picnic tables and grills, plus space for boat trailers, bicycles and other recreational equipment. This project includes highway access, parking and pedestrian improvements for the new visitor center.

**Financial Assumptions:** The project will have less impacts on cost and repairs to the current aged facility. The modern restrooms will have lowered KWH impact and efficient heating systems. The new campground will have RV hook up sites, so some electrical increase anticipated.  
(includes costs associated with new FTE(s): additional travel, supplies/materials, equipment, etc.)

Equipment over \$5,000									
Description	Unit Price	2026		2027		2028		2029	
		No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost
Heavy Duty Truck	42,000	-	-	-	-	-	-	-	-
Dump Bed	15,000	-	-	-	-	-	-	-	-
Diesel Engine	10,000	-	-	-	-	-	-	-	-
Service Body	15,000	-	-	-	-	-	-	-	-
LE Truck (inc. 4x4 /specialized items for LE vehicles)	50,000	-	-	-	-	-	-	-	-
Light Duty Extended Cab	24,000	-	-	-	-	-	-	-	-
Light Duty Extended Cab 4x4	28,000	-	-	-	-	-	-	-	-
Hybrid Vehicle	31,000	-	-	-	-	-	-	-	-
4WD Trail Maintenance Vehicle	17,000	-	-	-	-	-	-	-	-
Large Area Mower 11' cut	65,000	-	-	-	-	-	-	-	-
Large Area Mower 72" cut	17,000	-	-	-	-	-	-	-	-
Large Area Mower 72" cut 4wd	23,000	-	-	-	-	-	-	-	-
Small Tractor w/ attachments	55,000	-	-	-	-	-	-	-	-
Boat, Motor and Trailer 22' (Boat, Motor 32' @ 215,000)	125,000	-	-	-	-	-	-	-	-
Utility Vehicle	17,000	-	-	-	-	-	-	-	-
Other Equipment - List & fill in amount	-	-	-	-	-	-	-	-	-
<b>Subtotal Equipment</b>									

Goods and Services									
Description	Unit Price	2026		2027		2028		2029	
		No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost	No. Needed	Est. Cost
<b>Operating</b>									
Ranger Initial Package (one-time)	15,000	-	-	-	-	-	-	-	-
Ranger Ongoing Package - Manually Enter	6,250	-	-	-	-	-	-	-	-
Employee Training	200	-	-	-	-	-	-	-	-
Small tool replacement/repair	800	-	-	-	-	-	-	-	-
Computer - (on-going lease cost)	1,000	-	-	-	-	-	-	-	-
Operating up keep/fuel for new vehicles	2,000	-	-	-	-	-	-	-	-
Utilities (water, gas, electric, sewer, etc...) (list amount)	2,600	-	-	-	-	1	2,600	1	2,600
Phone & Communications (list amount)	1,200	-	-	-	-	-	-	-	-
Interagency Agreements	-	-	-	-	-	-	-	-	-
Other Goods & Services - List & fill in amount	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>One-time small equipment (less than 5,000)</b>									
<b>Operating</b>									
Radio Hand-Held or Vehicle	1,500	-	-	-	-	-	-	-	-
Cell Phone Accessories	200	-	-	-	-	-	-	-	-
Workstation/Phone	2,700	-	-	-	-	-	-	-	-
Maintenance Tool Package	5,000	-	-	-	-	-	-	-	-
Groundskeeping Package/Mower Trailer	3,500	-	-	-	-	-	-	-	-
Other small equipment - List and fill in amount	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Subtotal of Goods and Services</b>						<b>1</b>	<b>2,600</b>	<b>1</b>	<b>2,600</b>

Reserved for Capital

# Appendix 5

## Letter of Acknowledgment Request



Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

March 24, 2022

Alex McMurry  
Historic Preservation Planner  
WA State Parks and Recreation Commission  
PO Box 42650  
Olympia, WA 98504-2650

In future correspondence please refer to:  
Project Tracking Code: 2022-03-01801  
Property: Sun Lakes-Dry Falls State Park Campground Renovation  
Re: Letter of Acknowledgement

Dear Alex McMurry:

Thank you for contacting the Washington State Department of Archaeology and Historic Preservation (DAHP). The above referenced project has been reviewed on behalf of the State Historic Preservation Officer (SHPO) under provisions of Governor's Executive Order 21-02 (21-02). Our review is based upon documentation contained in your communication.

We are writing this letter to acknowledge that DAHP is aware of the upcoming campground renovation project at Sun Lakes-Dry Falls State Park. At this time, we understand that the project is anticipated to include construction of new comfort stations, landscaping, and extensive supportive infrastructure. We also understand that the agency will consult with DAHP under 21-02 when ready.

These comments are based on the information available at the time of this review and on behalf of the State Historic Preservation Officer (SHPO) in conformance with 21-02. Also, we appreciate receiving copies of any correspondence or comments from concerned tribes and other parties that you receive as you consult under the requirements of 21-02. Should additional information become available, our assessment may be revised.

Thank you for the opportunity to review and comment. Please ensure that the DAHP Project Number (a.k.a. Project Tracking Code) is shared with any hired cultural resource consultants and is attached to any communications or submitted reports. If you have any questions, please feel free to contact me.

Sincerely,

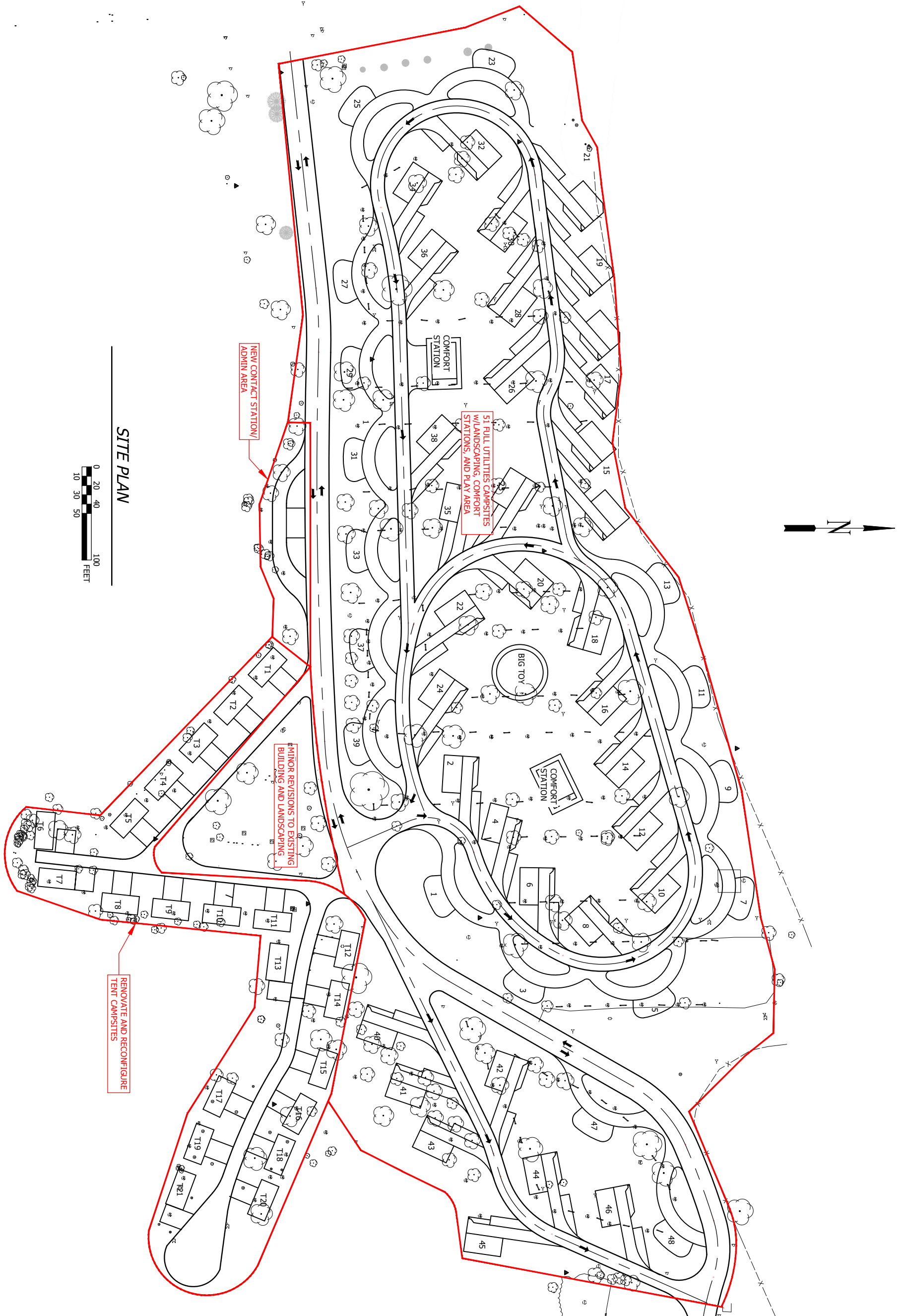
Holly Borth  
Preservation Design Reviewer  
(360) 890-0174  
Holly.Borth@dahp.wa.gov





# **Appendix 6**

## **Site Plan and Building Plans**



CAD NO. grading

NO.	REVISIONS	INT.	APP.	DATE

ACTION	BY	DATE
DESIGNED		
DRAWN	JPS	6/20
CHECKED (FIELD)		
CHECKED (HDQTS.)		

**PRELIMINARY DESIGN**

PROJECT ENGINEER

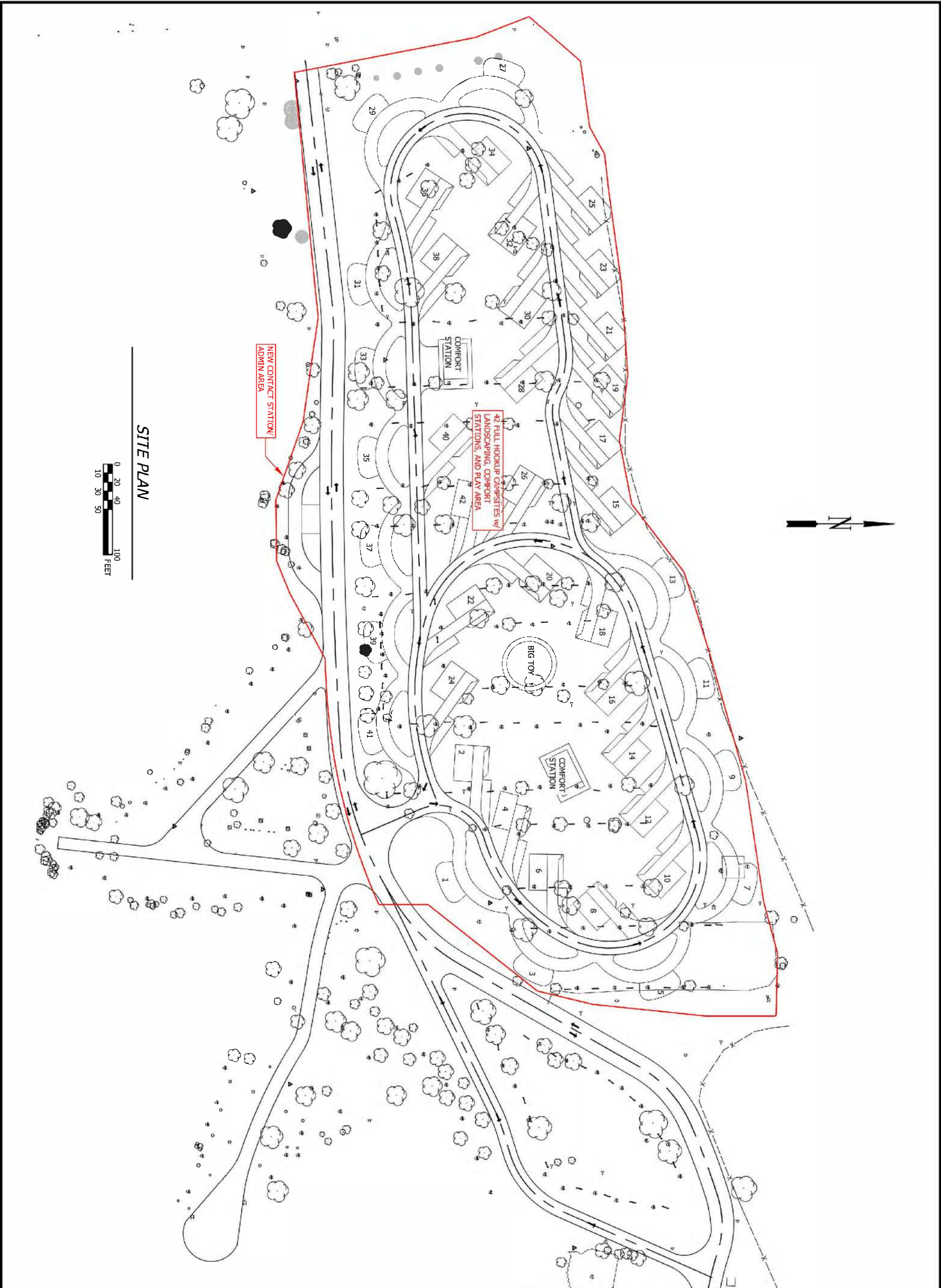
WASHINGTON STATE PARKS AND RECREATION COMMISSION



SUN LAKES CAMPGROUND RENOVATION

SITE PLAN

APPENDIX 5A



CAD NO. grading

NO.	REVISIONS	INT.	APP.	DATE

ACTION	BY	DATE
DESIGNED		
DRAWN	JPS	6/20
CHECKED (FIELD)		
CHECKED (HDQTS.)		

**PRELIMINARY DESIGN**

PROJECT ENGINEER

WASHINGTON STATE PARKS AND RECREATION COMMISSION

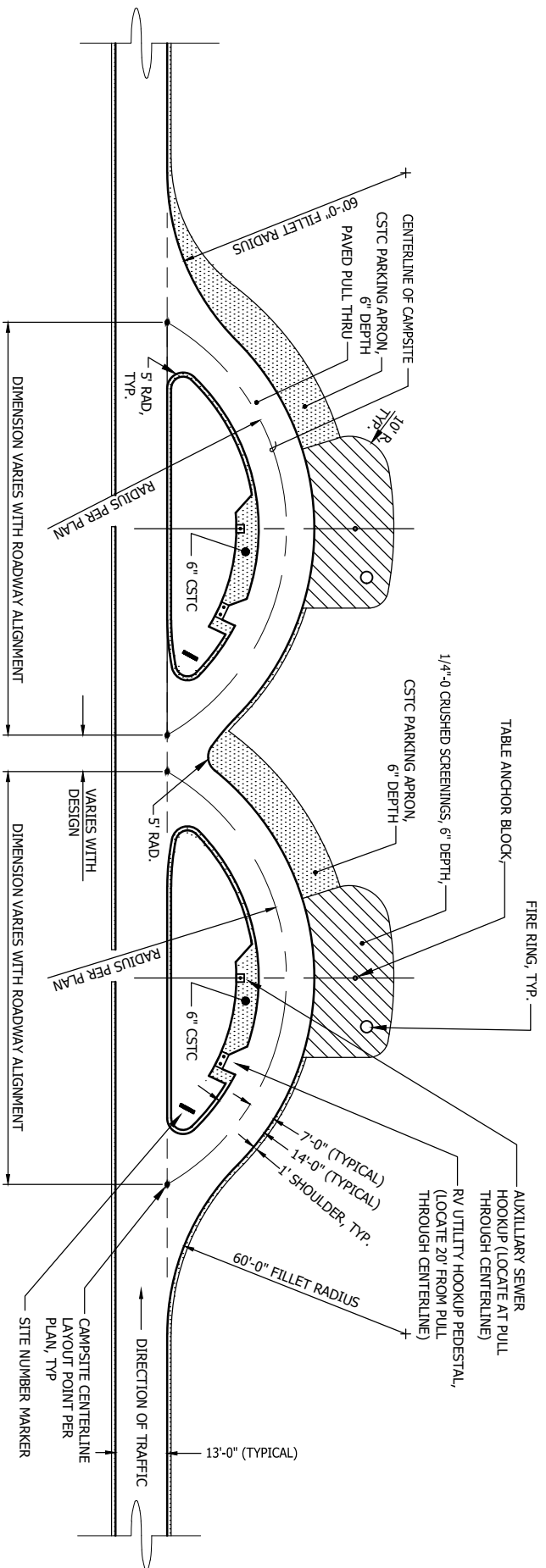


SUN LAKES CAMPGROUND RENOVATION

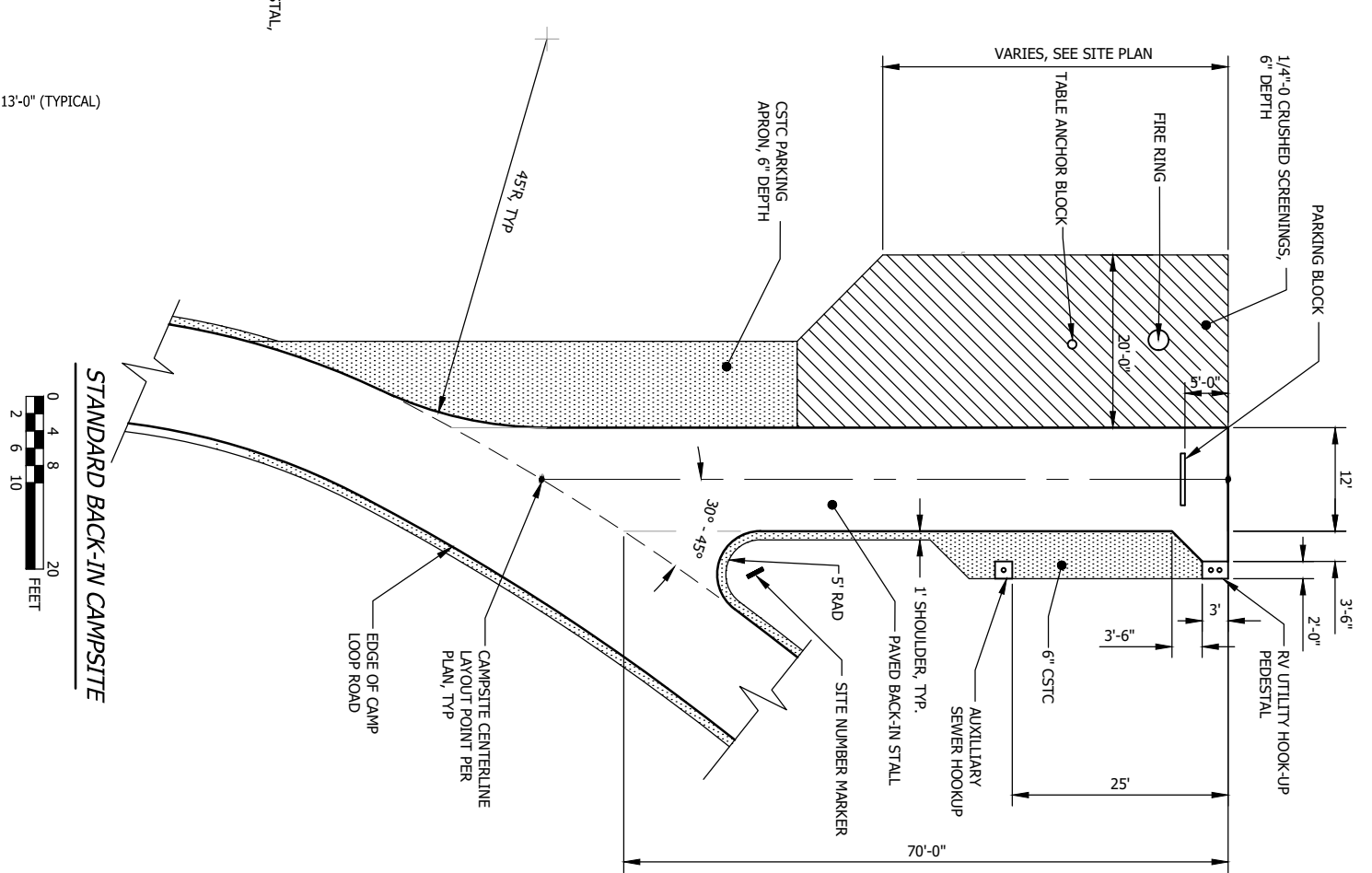
SITE PLAN

APPENDIX 6B

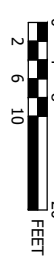




STANDARD CASCADING PULL-THRU CAMPSITES



STANDARD BACK-IN CAMPSITE



CAD NO. grading		DATE
INT.	APP.	DATE
REVISIONS		
NO.	BY	DATE
ACTION	BY	DATE
DESIGNED		
DRAWN	JPS	3/20
CHECKED (FIELD)		
CHECKED (HQ/OTS)		

**PRELIMINARY DESIGN**

PROJECT ENGINEER

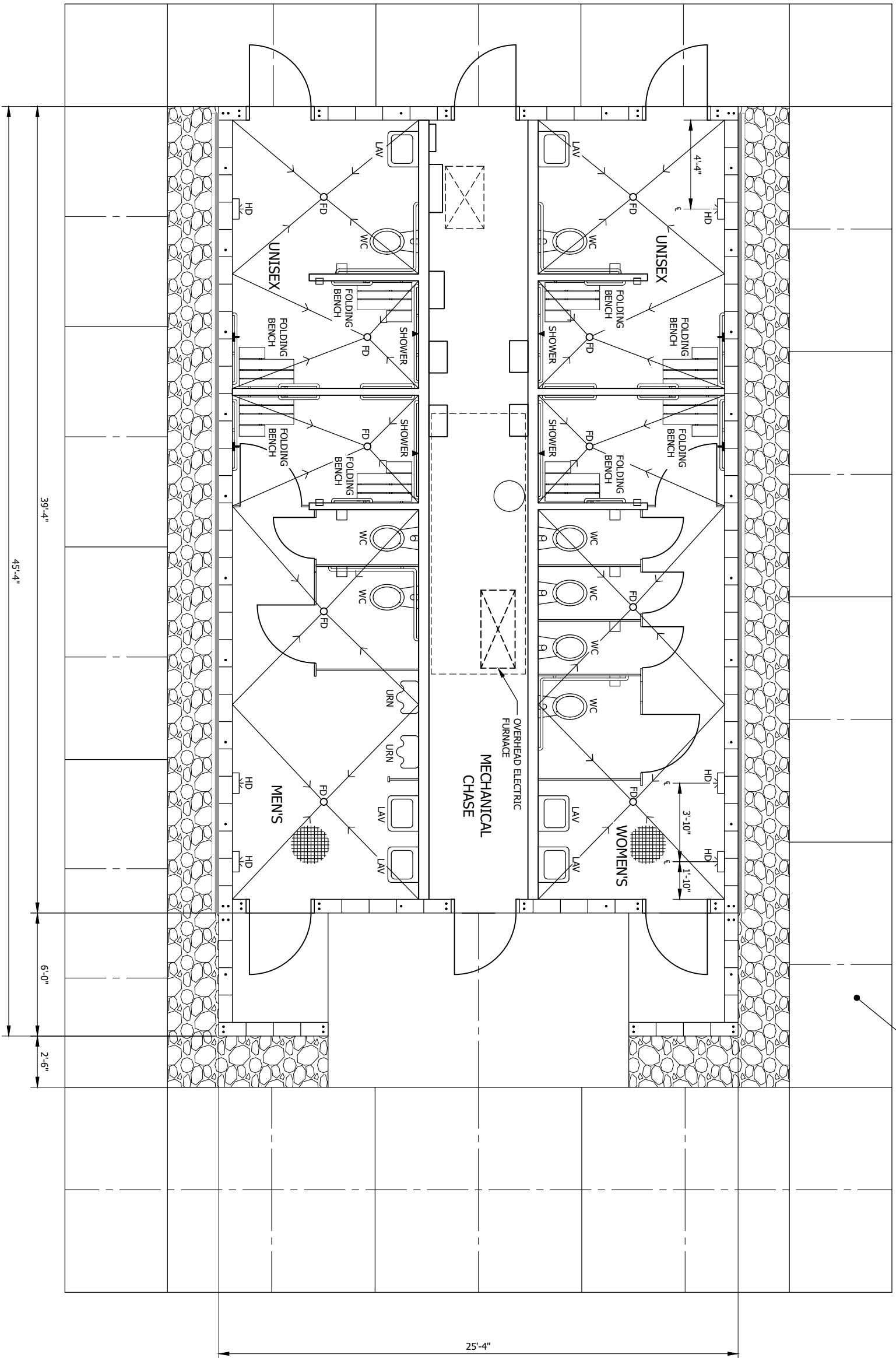
WASHINGTON STATE PARKS AND RECREATION COMMISSION



SUN LAKES CAMPGROUND RENOVATION


TYPICAL RV SITES

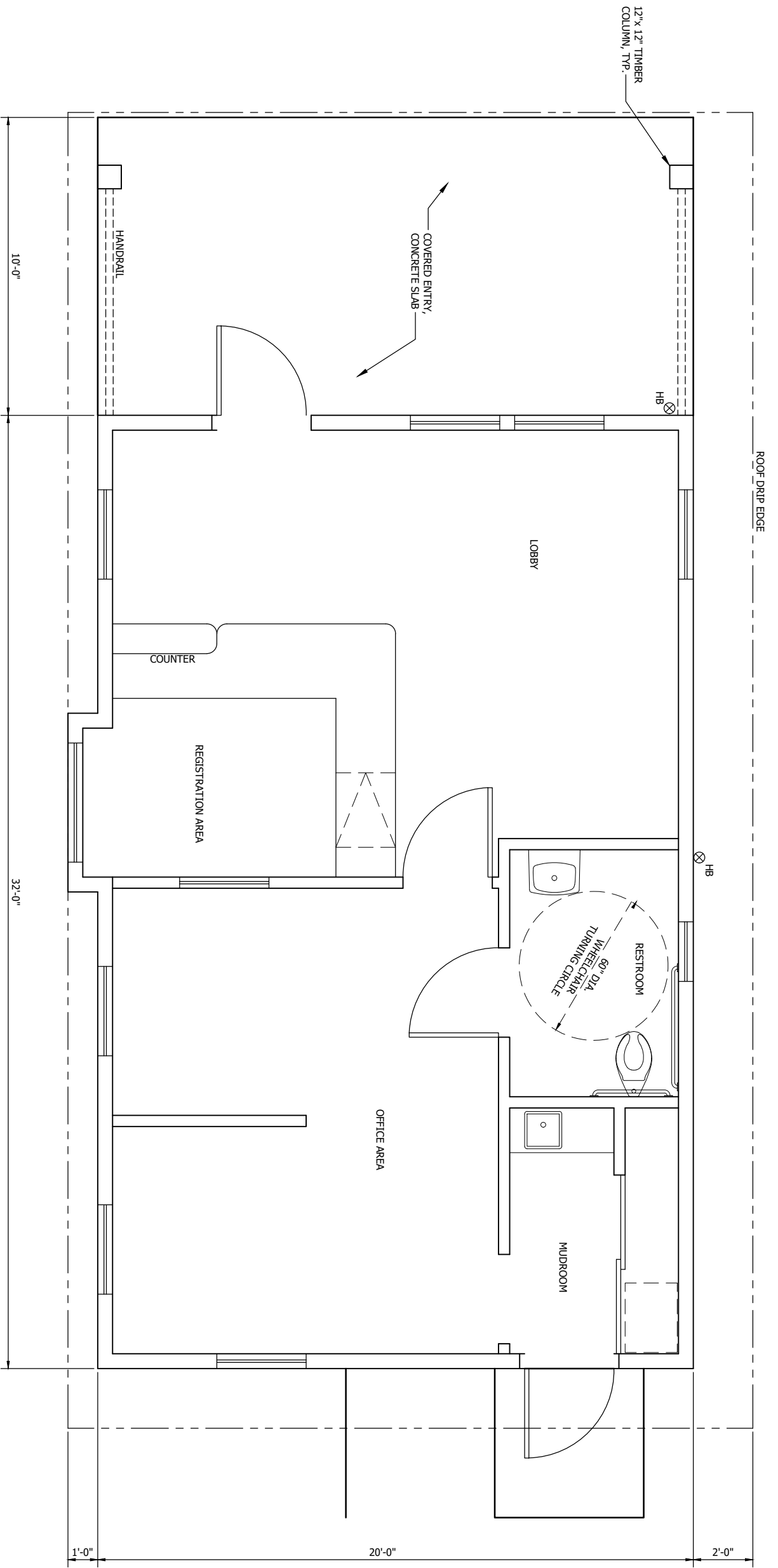
APPENDIX 5B



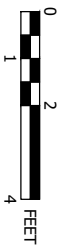
**FLOOR PLAN**  
 0 1 2 3 4 FEET

EXTERIOR SIDEWALKS

<p>WASHINGTON STATE PARKS AND RECREATION COMMISSION</p>  <p>SUN LAKES CAMPGROUND RENOVATION</p>		<p>PROJECT ENGINEER</p>		<p>WASHINGTON STATE PARKS AND RECREATION COMMISSION</p>	
<p>COMFORT STATION FLOOR PLAN</p>		<p>APPENDIX 5C</p>		<p>OLD NO.:</p>	
<p>NO.</p>		<p>REVISIONS</p>		<p>DATE</p>	
<p>INT.</p>		<p>APP.</p>		<p>DATE</p>	
<p>ACTION</p>		<p>BY</p>		<p>DATE</p>	
<p>DESIGNED</p>		<p>DRAWN</p>		<p>CHECKED (FIELD)</p>	
<p>CHECKED (FIELD)</p>		<p>CHECKED (HQ/OTS)</p>		<p></p>	



**FLOOR PLAN**



NO.	REVISIONS	INT.	APP.	DATE

ACTION	BY	DATE
DESIGNED		
DRAWN		
CHECKED (FIELD)		
CHECKED (HDQTS.)		



**WASHINGTON  
STATE  
PARKS  
AND  
RECREATION  
COMMISSION**

**SUN LAKES**

**CAMPGROUND  
RENOVATION**

**CONTACT STATION  
FLOOR PLAN**

**APPENDIX 5D**